



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 19 OF 2025**

**DATE ISSUED 06 JUNE 2025**

### **1. Introduction**

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

### **2. Directions to candidates**

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

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

### **AMENDMENTS**

**GOVERNMENT PRINTING WORKS:** Kindly take note of the amended e-mail address for the post of Internal Auditor (Regulatory Audit) with Ref No: GPW 25/54 (X2 Posts), Branch Office of the CEO, advertised in the Public Service Vacancy Circular 16 dated 16 May 2025 with a closing date of 09 June 2025. E-mail: [recruit202540@gpw.gov.za](mailto:recruit202540@gpw.gov.za). The closing date is extended to 24 June 2025.

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly be informed that the positions advertised on Public Service Vacancy Circular 17 dated 23 May 2025 with the closing date of 06 June 2025 will be extended to the 20 June 2025. The position of Deputy Director-General: Corporate Services with Ref No: 2025/21 will remain with the Closing Date of 06 June 2025. We apologise for any inconvenience caused.

**DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note that the department placed adverts in the Public Service Vacancy Circular 18 dated 20 May 2025. The directions/instructions for applicants have been amended as follows: 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 Social Work Policy Manager Grade 1- e-recruit.SWPM@dsd.gov.za Legal Administration Officer- e-recruit.LAM@dsd.gov.za Social Work Policy Developer- e-recruit.SWPW@dsd.gov.za Closing date: 13 June 2025 **PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE:** kindly take note of the following amendments to the posts published in Public Service Vacancy Circular 18 dated 30 May 2025: For the post of Architect with Ref No: S.4/3/1/05: correct salary notch should read as R761 157 per annum. The post of Road Worker: Road Maintenance with Ref No: S.4/3/10/31: correct salary notch should read as R163 680 per annum. The following post of Administration Officer: Acquisition with Ref No: S.4/3/9/82 has been withdrawn.

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## CENTRE FOR PUBLIC SERVICE INNOVATION

**APPLICATIONS**

: Applications should be e-mailed to [Recruitment@cpsi.co.za](mailto:Recruitment@cpsi.co.za) (this email address is ONLY for the CPSI applications) and the subject of your email should read ASD: System Developer Ref No: 0002/2025. Only one email per applicant. Word documents are not allowed. Applications received after the closing date and faxed will not be considered. CPSI reserves the right not to fill the above-mentioned posts, withdraw or to put a position on hold and/or to re-advertise a post. The CPSI is compliant with the requirements of POPIA.

**CLOSING DATE**  
**APPLICATIONS**

: 23 June 23h59

: The CPSI is a National Government Component listed in Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focused effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform. Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time. It is the intention to promote re-presentatively in the CPSI through the filling of this position. Applications quoting the correct reference number must be completed on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Applications using the incorrect application form (old Z83) will not be considered. Each application for employment form (Z83) must be fully completed (Sections A, B, C & D are compulsory and sections E, F, and G are not compulsory if the CV is attached), signed, and initialled by the applicant. Under reference make sure the following are included telephone numbers, email addresses and relationship. Failure by the applicant to fully complete, sign, and initial the application form may lead to disqualification of the application during the selection process. The application must indicate the correct job title and the department where the position is advertised. An application form must be accompanied by a fully detailed CV only. The Z83 and the CV must be one document in a form of PDF. By submitting your application, it also means you consent to the Centre for Public Service Innovation (the CPSI) processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates will be subjected to (1) a practical exercise, (2) Integrity (Ethical Conduct), and (3) will be subjected to personnel suitability checks on criminal records, citizenship or permanent residency verification, financial records, and qualification /study verification, and applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for shortlisted and successful candidates.

## OTHER POST

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b><u>POST 19/01</u></b>   | : | <b><u>SYSTEM DEVELOPER REF NO: 0002/2025</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | Recognized 3-4-year National Diploma or B-Degree in Information Technology / Software Development / Multimedia Development or related equivalent to NQF level 6 coupled with 3 years' experience in system development; Knowledge of Public Service Policy and Regulatory Framework and other relevant regulations regarding IT; Sound knowledge of system development as well as programming; experience working with SQL, HTML, PHP, VB, C#, .Net.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Develop desktop and web-based systems. Manage all system acquisition (in-house and outsourced systems) within the Department. Conduct user training and system documentation. Advise on system development and initiatives. Perform system administration functions (system updates, security, etc.) Administer and co-ordinate the user acceptance testing, functional system testing with main users of the system and business owners. Analyze and model process and data requirements for the purpose of user requirement specification and functional system design. Co-ordinate and facilitate the compilation of user requirements for business systems. Collect and analyze business processes. Develop process diagrams and flowcharts for systems to be developed. Personal Profile: System Developer who can set and meet deadlines. Must have strong people skills and ability to set and meet deadlines. Demonstrate sound work ethics and should be honest, respectful and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information and good verbal and written communication skills. Ability to communicate with external and internal partners. Good interpersonal skills, presentation skills, coordination skills computer and writing skills. |
| <b><u>ENQUIRIES</u></b>    | : | Human Resource Tel No: (012) 683 2817/00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 23 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 19/02** : **CHIEF ENGINEER GRADE AWEAPONS SYSTEMS: SECTION HEAD REF NO: NAVAL/18/19/25/01**
- SALARY** : R1 266 450 - R1 446 921 per annum
- CENTRE** : Fleet Command HQ: Naval Engineering Services, Simon's Town
- REQUIREMENTS** : Engineering Degree (B Eng / BSC (Eng) or relevant qualification. 6 years post qualification experience required as a Registered Professional Engineer. Valid Driver's License. Proven post graduate experience in a marine design environment will be an advantage. Special requirements (Skills needed): Verbal and written communication skills, presentation skills, interviewing skills, research skills, negotiation skills, strong interpersonal relations skills, resource management skills, personnel moderating skills and problem solving skills are essential. Knowledge of Prescripts and Policy Documents, Procedures and Processes, Compiling of EC Work Package, EC Procedure, Test and Trial procedures, Integrated Logistic Support Plans (OSBL's) and System Engineering and Quality Assurance is essential. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite would be advantageous. Project management experience. Ability to draft, read and understand technical drawings and documents. Research and development. Creating a high performance culture. Conflict Management. Financial Management. Engineering, Legal and operational compliance.

|                                      |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b><u>DUTIES</u></b>                 | : | Generating of Weapons Systems Engineering instructions and advice. Generating of concept and system designs. Providing a Weapons Systems Engineering acceptance service. Generating of Weapons Systems Engineering design standards. Ensuring of Weapons Systems Engineering equipment standardization. Providing of project/task management services. Managing the Weapons Systems Engineering Sub-Section.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                      | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>                   | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/03</u></b>             | : | <b><u>ASSISTANT DIRECTOR: DEFENCE STRATEGY REF NO: DPSP/16/17/25</u></b><br>Defence Policy, Strategy & Planning Division<br>Chief Directorate Strategic Management (Directorate Strategy and Plan)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY CENTRE</u></b>          | : | R582 444 – R686 091 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                      | : | Defence Headquarters, Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b>           | : | Grade 12 (NQF Level 4) or equivalent and Bachelor's Degree/Advanced Diploma (NQF Level 7) qualification related to management science and strategic studies. A minimum of three (3) years relevant work experience in strategic management environment. Special requirements (Skills needed): Understanding and interpretation of relevant Regulatory Frameworks and Policies. Sound understanding of strategy development, implementation, monitoring and evaluation. Excellent research, analytical, report writing (preferably Conventions of Service Writing), communication and project management skills. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Must be able to function under pressure and against deadlines. Must be able to comply with the security clearance processes of the Department of Defence. |
| <b><u>DUTIES</u></b>                 | : | Assist in compiling the Department of Defence (DOD) Strategising policy. Update and align DOD Strategising Functional Guidelines to National and Departmental Imperatives. Provide the Strategic DOD Mandate through evaluation of the external and internal environment of the DOD. Provide and manage DOD Business Strategy. Coordinate and attending strategising forums. Provide assistance in the internal management of the sub-directorate. Assist with the DOD Environmental Scan, which encapsulate the identification and management of strategic issues in the department. Assist with the development of departmental policies, strategies and plans which entails conducting research into best practices or benchmarking in respect of specific strategic issues that impact the DOD.                                               |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr P. Ramsing Tel No: (012) 355-5967                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                      | : | Department of Defence, Defence Policy Strategy and Planning, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Defence Headquarters (Reception), Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria 0001 or email to <a href="mailto:Pragasen.Ramsing@dod.mil.za">Pragasen.Ramsing@dod.mil.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>                   | : | Applicants will be expected to undergo a competency test that may entail the development of a report and presentation, as part of the interview. Candidates whose appointment will assist in achieving its Employment Equity in terms of the Division's and Directorate's Employment Equity Plan will receive preference. African Males, Coloured Females and Males are thus encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/04</u></b>             | : | <b><u>CONTROL ENGINEERING TECHNICIAN GRADE A ELECTRONIC MAINTENANCE: IC SECTION REF NO: NAVAL/18/19/25/02</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b>          | : | R551 493 - R631 056 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>           | : | Fleet Command HQ: Naval Communications Centre CT, Silvermine, Tokai<br>National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Knowledge of HF Radio Telecommunications Practical and Theory, Fault finding procedures, Soldering techniques, usage of tools and general test equipment. To be able to read and understand Technical manuals                                                                                                                                                                                                                                                                                                                                                                                    |

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|                            |   | and circuit diagrams as an aid to fault finding. Ability to fault find to component level and effect repair. Leadership-, supervision-, and management skills. Planning and organising skills and be able to perform problem solving and analysis. Ability to write technical reports. Knowledge of legal compliance. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and computer-aided engineering packages. Knowledge of Project management. Knowledge of legal compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Controlling maintenance and repair work on all equipment within the communication system, general electrics and support systems. To carry out the duties of Divisional Officer for civilian and uniform staff. Co-ordinate the installation, refurbishment and disposal of equipment and handbooks. To arrange and supervise all training aspects of technical personnel. Controlling safety and security of personnel, equipment and documentation. Annual budgeting and stores (Internal demands and outside purchasing).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | WO1 A.E. Joseph Tel No: (021) 787 2441                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician. NB: Own transport will be beneficial. Able to work in an underground location with mechanical air and lighting. Member will be required to work overtime (days, night and weekends).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 19/05</u></b>   | : | <b><u>CONTROL ENGINEERING TECHNICIAN GRADE A ENGINEERING: CONTROLLER REF NO: NAVAL/18/19/25/03</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R551 493 - R631 056 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Design Environment, Logistic Support Analysis or Logistic Plans development environment is essential. Experience in Logistic Plans development, experience in logistic support design, specification and verification, experience in logistic elements as contained in Support Baselines would be advantageous. Knowledge of Systems Engineering, Verbal and written communications skills, Analytical and problem solving skills and interpretation and analysis. Ability to read and understand technical drawings and documents is essential. Demonstrated proficiency in MS Office suite and computer aided engineering applications. Strong interpersonal and leadership skills. Ability to work under pressure and meet target dates. Technical consulting. Project Management. Knowledge of Legal Compliance. Report writing. Financial Management. |
| <b><u>DUTIES</u></b>       | : | Participating in Logistic Support Analysis. Participating in Logistic Plans Development, Participating in Logistic Support design Specification and Verification, Supervising the development of Logistic support baselines for SAN systems and Supervising Logistic Engineering personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 19/06</u></b>   | : | <b><u>CONTROL ENGINEERING TECHNICIAN GRADE A MARINE ENGINEERING: CONTROL DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/04</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R551 493 - R631 056 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Commercial shipyard / marine constructive design environment. Experience in a Marine/Mechanical drawing office in a Marine Engineering / Naval Architectural discipline is essential. Knowledge of Class and IMO rules and regulations for surface vessels is essential. Knowledge of naval surface vessel rules and naval store's                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|                            |   | procurement practices would be advantageous. Knowledge of refit procedures would be advantageous. Knowledge of Procedures and Planning in a Design environment is essential. Report writing. Ability to compile and present technical reports. Proven problem solving skills and interpretation of analysis is essential. Demonstrated proficiency in AutoCad / Caddie and MS Office suite is essential. Proven strong interpersonal and leadership skills. Proven ability to work under pressure and meet target dates. Knowledge of Legal compliance. Financial Management. Technical design and analysis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Supervising and leading the Constructive Section, of a Naval Design Office. Controlling the Constructive Acceptance and Trial functions of the Naval Design Office. Controlling the Constructive element of the Support Vessel Engineering Change (EC) and upgrade service. Controlling Constructive Projects, Tasks and Functions of the Naval Design Office. Managing and Organizing the Constructive Section of the Naval Design Office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/07</u></b>   | : | <b><u>CONTROL ENGINEERING TECHNICIAN GRADE A WEAPONS ELECTRONIC ENGINEERING: CONTROL DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/05</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R551 493 - R631 056 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Commercial shipyard / marine constructive design environment will be an advantage. Experience in a Marine / Mechanical drawing office in a Marine Engineering / Naval Architectural discipline is essential. Knowledge of Class and IMO rules and regulations for surface vessels is essential. Knowledge of naval surface vessel rules and naval store's procurement practices would be advantageous. Knowledge of refit procedures would be advantageous. Knowledge of Procedures and Planning in a Design environment is essential. Ability to compile and present technical reports in English is essential. Proven problem solving skills and interpretation of analysis is essential. Demonstrated proficiency in AutoCad / Caddie and MS Office suite is essential. Proven strong interpersonal and leadership skills. Proven ability to work under pressure and meet target dates. Research and development. Technical consulting. Planning and organising skills. Customer focus and responsiveness. Knowledge of Legal compliance. Financial Management. |
| <b><u>DUTIES</u></b>       | : | Supervising and leading the Constructive Section, of a Naval Design Office. Controlling the Constructive Acceptance and Trial functions of the Naval Design Office. Controlling the Constructive element of the Support Vessel Engineering Change (EC) and upgrade service. Controlling Constructive Projects, Tasks and Functions of the Naval Design Office. Managing and Organizing the Constructive Section of the Naval Design Office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Capt (SAN) M. Ncanana Tel No: (021) 787 4389                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/08</u></b>   | : | <b><u>CONTROL ENGINEERING TECHNICIAN GRADE A CONSTRUCTIVE: CONTROL DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/06</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R551 493 - R631 056 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Commercial shipyard / marine constructive design environment. Experience in a Marine / Mechanical drawing office in a Marine Engineering / Naval Architectural discipline is essential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                            |   | Knowledge of Class and IMO rules and regulations for surface vessels is essential. Knowledge of naval surface vessel rules and naval store's procurement practices would be advantageous. Knowledge of refit procedures would be advantageous. Knowledge of Procedures and Planning in a Design environment is essential. Ability to compile and present technical reports in English is essential. Proven problem solving skills and interpretation of analysis is essential. Demonstrated proficiency in AutoCad/ Caddie and MS Office suite is essential. Proven strong interpersonal and leadership skills. Proven ability to work under pressure and meet target dates. Financial Management. Technical consulting. Knowledge of Legal Compliance. Research and Development.                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Supervising and leading the Constructive Section, of a Naval Design Office. Controlling the Constructive Acceptance and Trial functions of the Naval Design Office. Controlling the Constructive element of the Support Vessel Engineering Change (EC) and upgrade service. Controlling Constructive Projects, Tasks and Functions of the Naval Design Office. Managing and Organizing the Constructive Section of the Naval Design Office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 19/09</u></b>   | : | <b><u>CONTROL ENGINEERING TECHNICIAN GRADE A TECHNICAL MATERIAL SERVICES: SECTION HEAD: REF NO: NAVAL/18/19/25/07</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R551 493 - R631 056 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in an Engineering Specification field is essential. Knowledge of planning logistic support analysis is essential. Proven experience of co-coordinating and supervising engineering activities of subordinates and contractors would be advantageous. Knowledge of Specification Practices, Engineering and Support Baselines is essential. Proven experience of naval design work and developing logistic support plans. Ability to read and understand specifications, technical drawings and documents is essential. Demonstrated proficiency in MS Office suite. Strong interpersonal and leadership skills. Ability to work under pressure and meet target dates. Financial Management. Planning and organising. Knowledge of technical design. Project Management. Knowledge of Compliance. Research and Development. Report writing. |
| <b><u>DUTIES</u></b>       | : | Providing a Technical Material Specification service. Providing an Technical Material Specification Plans development service. Providing a Technical Material Specification and verification service. Provide specialist service in the development of Technical Material Specification. Managing Technical Material Specification Personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 19/10</u></b>   | : | <b><u>CONTROL ENGINEERING TECHNICIAN GRADE A FACILITIES MANAGEMENT: MANAGER REF NO: NAVAL/18/19/25/08</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R551 493 – R631 056 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town: Facilities Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Qualification in Civil Engineering field. Experience in Civil Engineering with Site and Contract Management would be an advantage. Knowledge of general building environment employment, commensurate with experience with the required above. Leadership-, supervision, and project management skills. Planning and organising skills and be able to perform problem solving and analysis. Strategic business planning facilitation skills.                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                            |   | <p>Presentation skills utilizing supporting software. Ability to analyse and formulate feedback on policies. Ability to formulate strategies. Ability to translate strategic intent into operational frameworks. Ability to compile level three operational documents. Ability to apply project management principles. Ability to adapt to and manage the impact of unforeseen changes. Ability to coach and mentor subordinates. Ability to translate performance feedback into system improvement measures. Ability to present concepts and data to operational and strategic forums. Ability to compile business plans. Knowledge of Legal Compliance. Financial management. Technical report writing skills. Computer aided engineering applications. Technical consulting. Research and development skills.</p>                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | <p>Compiling and controlling Division Business Plan. To set measurement criteria for the Division. Analyse Performance Feedback against criteria. To evaluate Performance against set objectives and intervening variables. Institute corrective action/mechanisms. Compile Annual Performance Evaluation Report. Compile and Control the Division Budget. Represent the Division at relevant strategic forums.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr J.R. Labuschagne Tel No: (021) 787 5237 / 5242                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 19/11</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A MECHANICAL: SO1 MECHANICAL REF NO: NAVAL/18/19/25/09</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Technical Upkeep Section, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Project Management. Supervisor management. Contract management. Financial management. Extensive knowledge of Public Service and finance framework and relevant admin procedures, including norms and standards. Knowledge of legal compliance. Technical report writing, Technical consulting and self-management. Proficiency in MS Office packages, particularly Excel and Word. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Production process knowledge and skills. Change Management. Planning and organising skills. |
| <b><u>DUTIES</u></b>       | : | <p>Investigate and compile Statements of work or Specifications. Manage the availability of repairable equipment to SAN repair facility or Contractor. Verification of quotation. Monitor repairs undertaken by the SAN repair facility or Contractor. Carry out acceptance of repaired equipment. Ensure equipment is returned to the SAN unit or vessel. Verification of authority documentation. Carry out Class management duties for refits, DEDs and AMPs. Carry out mechanical equipment management for refits, DEDs and AMPs. Verification of Armscor Dockyard store request.</p>                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Lt (SAN) T.G. Moeleso Tel No: (021) 787 4379                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/12</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A ELECTRONIC: SO1 ELECTRONIC REF NO: NAVAL/18/19/25/10</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Technical Upkeep Section, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Project Management, Supervisor management, Contract management, financial management. Extensive knowledge of Public Service and finance framework and relevant admin procedures, including norms and standards. Knowledge of legal compliance, Technical report writing, Technical consulting and self-management. Proficiency in MS Office                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                            |   | packages, particularly Excel and Word. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Production process knowledge and skills. Change Management. Planning and organising skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Investigate and compile Statements of work or Specifications. Manage the availability of repairable equipment to SAN repair facility or Contractor. Verification of quotation. Monitor repairs undertaken by the SAN repair facility or Contractor. Carry out acceptance of repaired equipment. Ensure equipment is returned to the SAN unit or vessel. Verification of authority documentation. Carry out Class management duties for refits, DEDs and AMPs. Carry out mechanical equipment management for refits, DEDs and AMPs. Verification of Armscor Dockyard store request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Lt (SAN) T.G. Moeleso Tel No: (021) 787 4379                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/13</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A ISLAND MAINTENANCE SERVICES: IC ISL MAINT SERVS REF NO: NAVAL/18/19/25/11</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Naval Base Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in a Mechanical Field. Knowledge of situations / matters that pose a safety hazards and the subsequent reporting of such to higher authority. Knowledge of the use of advanced tools which require specific detailed training and also be able to decide which tools must be used to execute a job. Knowledge of how to use advanced machinery with a higher level of complexity. Knowledge of how to plan for activities and resources needed, such as the planning and co-ordinating of own work and that of subordinate. Knowledge of basic HR Matters such as what resources and training are available, according to labour relations practices/guidelines. Assisting in general supervisory functions, maintaining discipline and motivating personnel, as well dealing with conflict, legal issues and negotiations. Basic knowledge required to operate a computer system including knowledge of word processing. Knowledge of Basic labour relations principals. Knowledge of specified torque's and settings. Ability to draw and submit computerised maintenance and technical data (OSIS). Ability to interpret technical drawings and information relating to his / her trade. Ability to apply prescripts and policy documents. Ability to motive subordinates and maintain basic discipline. Investigative and research skills. Ability to conduct interviews and compiling staff performance reports. Fault finding skills on diesel engines, refrigeration plants, pumps and associated equipment. Proficiency in spoken and written English at all levels. Technical report writing. Planning and organising. Project Management. Team work. Knowledge of Legal compliance. Computer aided technical applications. Production process knowledge and skills. Financial Management. Change Management. Problem solving and analysis. Computer skills. Mentoring and coaching. |
| <b><u>DUTIES</u></b>       | : | Allocate tasks and oversee work performance. Interpret technical drawings and work dossiers. Order and control miscellaneous stores. Provide factual and technical data and advice, Manage the Section Island Maintenance Services. Maintain safe working environment. Managing advisory services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | WO2 S.S. Mothulega. Tel No: (031) 480 6411                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 19/14</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A PAINT SHOP: IC SECTION PAINT SHOP REF NO: NAVAL/18/19/25/12</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Naval Base Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Previous painting experience would be an advantage. Ability to communicate effectively (verbal and written) in English at all levels. Technical report writing. Basic knowledge of Health and Safety. Knowledge of specific painting processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and painting equipment. Ability to operate spray gun machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform painting duties. Planning and organising skills. Project Management Knowledge of Legal Compliance. Computer aided technical applications and skills. Production process knowledge and skills. Finance Management Change Management. Problem solving. Mentoring and coaching.                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Execute duties in compliance with the Code of Conduct and the Quality Assurance Manual. Allocate tasks to staff and ensure that they have the resources to execute their assignments. Ensure target dates are met. Bring forecasted over-runs to the attention of the Planning Section timeously. Ensure the effective and efficient management and distribution of all relevant Job Cards. Effectively monitor the proper execution of all job related tasks. Manage the effective execution of the Section's tasked work. Manage the execution of tasked Job Cards. Provide a supervised workshop facility to allow Section's personnel to carry out the repair and self-maintenance of their equipment. Manage the Paint Shop Service to maintain stores Inventory. Manage the section's administration commitments. Successful applicant can be expected to be a team player. Assist with the training of newly appointed cleaners and the introduction and use of equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | WO2 T.G. Januarie. Tel No: (031) 480 6411                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 19/15</u></b>   | : | <b><u>CHIEF ARTISAN GRADE ADRAWING OFFICE: IC SECTION REF NO: NAVAL/18/19/25/13</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town: Facilities Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Mechanical/ Constructive / Electrical Trade Test Detailing of design drawings. Writing of Specifications / Statements of Works. Report writing and Repair of investigations. A good knowledge of computer aided design. Excellent ability with detail design drawings. Project Management experience, Technical design and analysis knowledge. Knowledge of legal compliance. Technical report writing. Technical consulting. Ability to assess work unit performance data. Ability to assess performance data from a quantitative and qualitative perspective. Ability to deal with all emergency challenges which might arise during and after working hours. Ability to adjust to unforeseen changes and requirements. Ability to adapt to the procedures of a Design environment. Ability to perform Technical Calculations accurately. Proficiency in MS Office packages, particularly Excel. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking. Conducting research. Policy interpretation, problem-solving and decision-making skills. Leadership, Supervision, Management, Financial Management, team work and creative skills. Strong interpersonal skills. |
| <b><u>DUTIES</u></b>       | : | Surveying of Sites. Preparation of Working Drawings. Updating "As Built" Drawings. Undertaking Drawing Office Duties. Undertake Team Leader duties in respect of the Drawing Office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr J.R. Labuschange Tel No: (021) 787 5237 / 5242                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b><u>POST 19/16</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A METALWORK: IC SECTION REF NO: NAVAL/18/19/25/14</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town: Facilities Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in a Metalwork / Plumbing Workshop environment would be an advantage. At least 3 years' experience in a supervisory capacity. Ability to communicate effectively (written and verbal) in English at all levels. Ability to compile documentation. Technical Report writing. Project Management experience. Ability to work under pressure and meet target dates. Ability to Supervise. Planning, Organising and problem solving skills in the Metalwork / Plumbing environment. Knowledge of the Public Service Act. Advanced analytical thinking, interpersonal and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples, and templates. Ability to operate equipment and applicable machinery. Knowledge of safety standards. Adhering to all safety and quality regulations. Knowledge of legal compliance. Excellent time management skills. Financial Management, team work and creative ability skills.                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | Managing a variety of tasks wrt the Metalwork / Plumbing Workshop's workload and staff. Procuring of equipment and materials. Supervising subordinates which includes training and assessments. Administering Documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr J.R. Labuschagne Tel No: (021) 787 5237/5242                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 19/17</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A BUILDING MAINTENANCE: IC SECTION REF NO: NAVAL/18/19/25/15</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town: Facilities Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Civil Trade Test. Ability to read design drawings. Writing of Specifications / Statements of Works. Report writing and Repair of investigations. Excellent ability to read and implement detail design drawings. Project Management experience, Technical design and analysis knowledge. Knowledge of legal compliance. Technical report writing. Technical consulting. Ability to assess work unit performance data. Ability to assess performance data from a quantitative and qualitative perspective. Ability to deal with all emergency challenges which might arise during and after working hours. Ability to adjust to unforeseen changes and requirements. Ability to adapt to the procedures of a Design environment. Ability to perform Technical Calculations accurately. Proficiency in MS Office packages, particularly Excel. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking. Conducting research. Policy interpretation, problem-solving and decision-making skills. Leadership, Supervision, Management, Financial Management, team work and creative skills. Strong interpersonal skills. |
| <b><u>DUTIES</u></b>       | : | Surveying of Sites. Preparation and maintenance of building works / civil. Undertaking of Building Maintenance Duties. Undertake Team Leader duties in respect of the Building Maintenance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr J.R. Labuschagne Tel No: (021) 787 5237 / 5242                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 19/18</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A MAINTENANCE MANAGEMENT: IC SECTION REF NO: NAVAL/18/19/25/16</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                            | : | This post is being advertised internally and in the broader Public Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R480 261 – R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town, Transport Depot, Dido Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Required to be qualified as a mechanical technician to conduct technical and mechanical repairs to compliance as per the PFMA. Trade test mechanical vehicle fitter in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP to market related costs. Ability to communicate effectively (written and verbal) in English to all levels of service providers. Ability to communicate with SAN Level 3 organizations' (Vehicle Transport Management), external Fleet stakeholders, and functional peers and subordinates. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Computer skills. Project Management. Knowledge of computer aided technical applications. Technical report writing. Planning and organising, an problem solving skills. Technical consulting. |
| <b><u>DUTIES</u></b>       | : | Manage the execution of vehicle maintenance, services and repairs. Manage vehicle recovery. Manage the vehicle workshop and personnel. Management of OHS requirements to tools and personnel. Responsible for administration of section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr P.B. Rakgotho Tel No: (021) 787 3049                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/19</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A ELECTRICAL: IC SECTION REF NO: NAVAL/18/19/25/17</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | SA Naval Armament Depot, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in an Electrical Weapons Systems environment would be preferred. Ability to communicate effectively in English at all levels. Technical report writing. Project Management. Computer aided technical applications. Knowledge of Legal Compliance. Problem solving and analysis. Decision making skills. Change Management. Planning and organising skills. Knowledge of Production process and skills. Financial Management. Technical design and analysis knowledge.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Supervision of workshop personnel and their workload. Ensuring internal training. Administration tasks. Assisting in budget requirements and spending of budget allocation. Assisting in budget requirements and spending of budget allocation. Control of stores and spares. Job-card admin via Computer system (OSIS). Attend relevant meetings. Building manager duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Cdr C. Wilbers Tel No: (021) 787 5612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/20</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A GENERAL WEAPONS WORKSHOP: WORKSHOP MANAGER REF NO: NAVAL/18/19/25/18</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | SA Naval Armament Depot, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Proficiency in MS Office packages, particularly Excel. Computer aided technical applications. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Technical Report writing. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Project Management. Technical design and analysis knowledge. Knowledge of Legal Compliance. Production process knowledge and skills. Change Management. Planning and organising. Financial Management. Customer focus and responsiveness.                                                                                                                                                                                                                                                                                                              |

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| <b><u>DUTIES</u></b>       | : | Responsible for administration duties for the section, training of sub-ordinates with the update and improvement of systems and equipment, managing of quality standards, supervisory duties, assisting with budget requirements, ensuring safety standards are maintained, ensuring security within the section, environmental services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Cdr C. Wilbers Tel No: (021) 787 5612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/21</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A MECHANICAL: IC SECTION REF NO: NAVAL/18/19/25/19</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | SA Naval Armament Depot, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in a Mechanical Weapons Systems environment would be preferred. Ability to communicate effectively in English at all levels. Technical report writing. Project Management. Computer aided technical applications. Knowledge of Legal Compliance. Problem solving and analysis. Decision making skills. Change Management. Planning and organising skills. Knowledge of Production process and skills. Financial Management. Technical design and analysis knowledge.                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Supervision of workshop personnel and their workload. Ensuring internal training. Administration tasks. Assisting in budget requirements and spending of budget allocation. Control of stores and spares. Job-card admin via Computer system (OSIS). Attend relevant meetings. Building manager duties. Ensure compliance of the OHAS Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Cdr C. Wilbers Tel No: (021) 787 5612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/22</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A SURFACE COATING: IC SECTION REF NO: NAVAL/18/19/25/20</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R480 261 - R 547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | SA Naval Armament Depot, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Proficiency in MS Office packages, particularly Excel. Computer aided technical applications. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Technical report writing. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Project Management. Technical design and analysis knowledge. Knowledge of Legal Compliance. Production process knowledge and skills. Change Management Planning and organising skills. Financial Management. Customer focus and responsiveness. |
| <b><u>DUTIES</u></b>       | : | Responsible for administration duties for the section, training of sub-ordinates with the update and improvement of systems and equipment, managing of quality standards, supervisory duties, assisting with budget requirements, ensuring safety standards are maintained, ensuring security within the section, environmental services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Cdr C. Wilbers Tel No: (021) 787 5612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/23</u></b>   | : | <b><u>CHIEF ARTISAN GRADE A WORKSHOP: IC SECTION REF NO: NAVAL/18/19/25/21</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R480 261 - R547 635 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | SA Naval Armament Depot, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



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|                            |   | requirements (Skills needed): Proficiency in MS Office packages, particularly Excel. Computer aided technical applications. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Technical report writing. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Project Management. Technical design and analysis knowledge. Knowledge of Legal Compliance. Production process knowledge and skills. Change Management Planning and organising. Financial Management. Customer focus and responsiveness.                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Responsible for administration duties for the section, training of sub-ordinates with the update and improvement of systems and equipment, managing of quality standards, supervisory duties, assisting with budget requirements, ensuring safety standards are maintained, ensuring security within the section, environmental services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Cdr C. Wilbers Tel No: (021) 787 5612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 19/24</u></b>   | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A ELECTRONIC MAINTENANCE: TECHNICIAN REF NO: NAVAL/18/19/25/22</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ, Naval Communications Centre CT, Silvermine, Tokai                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Own transport required. Able to work in an underground location with mechanical air and lighting. Member will be required to work overtime (days, night and weekends). Exposure to High Power Transmitters / RF will be an advantage. Ability to fault find to component level and effect repairs. Leadership-, supervision-, and management skills. Ability to write technical reports. Knowledge of legal compliance. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages. Knowledge of legal compliance. Financial Management, Research and Development. |
| <b><u>DUTIES</u></b>       | : | Maintain and repairing of all communications equipment. Supervising and training of personnel. Assisting with new projects appertaining to the Communications system. Working knowledge of main support systems and equipment. Ensuring logistic support of the communications system is always maintained to a level whereby all requirements from naval stores and outside contractors are timeously met. Assisting in the planning of the department's budget for the fourth coming financial year. Supervising the implementation of all documents required for the procurement of all naval stores and petty cash purchases.                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | WO1 A.E. Joseph Tel No: (021) 787 2441                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 19/25</u></b>   | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A ELECTRONIC MAINTENANCE: TECHNICIAN REF NO: NAVAL/18/19/25/23 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Radio Station Goedverwacht, Durbanville                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Own transport required. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends) in an Underground Facility. Exposure to High Power Transmitters / RF will be an advantage. Ability to fault find to electronic component level and effect repair. Knowledge of Thermionic Emission principles. Technical skills: Programme and Project Management, use of electronic test equipment, interpreting technical drawings and effect repairs to faulty equipment. Generic skills: Supervision / management, time                |

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|                                          |   | management, conflict management, presentation, analytical thinking, problem solving and project planning and organising. Ability to write technical reports. Knowledge of legal compliance and OHS Act. Proven ability to communicate effectively (written and verbal) in English at all levels. Change management Computer skills: Proficiency in MS Office packages and computer aided engineering applications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>                     | : | Maintain and repair High Power communications equipment and their peripherals. Ensure Radio Frequency (RF) transmission quality. Supervise subordinate's work. Implement corrective action to essential equipment when required (Diesel generators, power distribution, air cooling systems, etc). Perform administrative and related functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr R.J. Cameron Tel No: (021) 787 2480/3/4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                          | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>                       | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 19/26</u></b>                 | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A LOG ENGINEERING: TECHNICIAN REF NO: NAVAL/18/19/25/24 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                          | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a maintenance engineering field is essential. Proven ability to compile and present technical reports in English. Knowledge of computer aided engineering applications. Demonstrated proficiency in MS Office suite. Knowledge of Class and IMO rules and regulations would be advantageous. Planning, organising and problem solving skills in a technical environment. Reasoning and mathematical skills. Strong interpersonal relations skills. Ability to read and understand technical drawings and documents is essential. Knowledge of Legal Compliance. Project Management. Research and development.                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>                     | : | Participating in Logistic Support Analysis and Logistic Plans development service. Participating in Logistic support design, specification and verification. Participating in the development of Logistic support baselines for SAN systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>                       | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 19/27</u></b>                 | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A LOGISTIC ELEMENTS: TECHNICIAN REF NO: NAVAL/18/19/25/25</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                          | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Experience in a Design Environment / Logistic Support or Logistic Elements field would be advantageous. Knowledge of maintenance planning is essential. Knowledge of Integrated Logistic Support Systems, Engineering and Support Baselines is essential. Ability to participate in maintaining Support Baselines for all current systems in the SA Navy. Ability to compile and present technical reports in English is essential. Ability to identify existing Support Infrastructure within the SA Navy Knowledge of computer aided engineering applications. Demonstrated proficiency in MS Office suite. Strong interpersonal and leadership skills. Ability to work under pressure and meet target dates. Decision making skills. Planning and organising. Knowledge of Legal Compliance. Project Management. Research and development. |
| <b><u>DUTIES</u></b>                     | : | Participating in the establishment of Support Baselines for all current systems in the SA Navy. Participating in maintaining of Support Baselines for all current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                            |   | systems in the SA Navy. Identification of existing support infrastructure within the SA Navy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 19/28</u></b>   | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A CONSTRUCTIVE: DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/26</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Constructive / Mechanical engineering field is essential. Knowledge of ship structures would be advantageous. Proven ability to compile and present technical reports in English. Proven ability to produce original, creative design work. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of Class and IMO rules and regulations would be advantageous. Knowledge of writing specifications and statements of work would be advantageous. Planning, organising and problem solving skills in an engineering environment are essential. Strong interpersonal relations skills. Ability to read, understand and draft Engineering drawings. Ability to work under pressure and meet target dates. Decision making skills. Knowledge of Legal Compliance. Project Management. Research and development. |
| <b><u>DUTIES</u></b>       | : | Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project/task management services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 19/29</u></b>   | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A CONSTRUCTIVE: DESIGN TECHNICIAN: REF NO: NAVAL/18/19/25/27</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Constructive / Mechanical engineering field is essential. Knowledge of ship structures would be advantageous. Proven ability to compile and present technical reports in English. Proven ability to produce original, creative design work. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of Class and IMO rules and regulations would be advantageous. Knowledge of writing specifications and statements of work would be advantageous. Planning, organising and problem solving skills in an engineering environment are essential. Strong interpersonal relations skills. Ability to read, understand and draft Engineering drawings. Ability to work under pressure and meet target dates. Decision making skills. Knowledge of Legal Compliance. Research and development.                     |
| <b><u>DUTIES</u></b>       | : | Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project/task management services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| <b><u>POST 19/30</u></b>   | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A WEAPONS ELEC<br/>ENGINEERING: DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/28</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Constructive / Mechanical engineering field is essential. Knowledge of ship structures would be advantageous. Proven ability to compile and present technical reports in English. Proven ability to produce original, creative design work. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of Class and IMO rules and regulations would be advantageous. Knowledge of writing specifications and statements of work would be advantageous. Planning, organising and problem solving skills in an engineering environment are essential. Strong interpersonal relations skills. Ability to read, understand and draft Engineering drawings. Ability to work under pressure and meet target dates. Decision making skills. Knowledge of Legal Compliance. Research and development. |
| <b><u>DUTIES</u></b>       | : | Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project / task management services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 19/31</u></b>   | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A<br/>SPECIFICATIONS: DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/29</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in an engineering drawing office is essential. Knowledge of computer programs used in Design environment is essential. Knowledge of specifications and standards is essential. Proven ability to compile and present technical reports in English. Knowledge of manufacturing processes is essential. Strong interpersonal skills. Ability to work under pressure and meet target dates. Decision making skills. Knowledge of Legal Compliance. Research and development.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Providing an item specification/drawing service. Providing an item specification technical investigation service. Providing an item specification information support service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | R Adm (JG) D.E. Hollis Tel No: (021) 787 3994                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 19/32</u></b>   | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A RADIO RADAR:<br/>SNR ELECTRONICIAN) REF NO: NAVAL/18/19/25/30</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Naval Base Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Electronic technician experience would be an advantage. Proficiency in spoken and written English. Technical report writing. Conduct planned maintenance of electronic systems. Repair electronic systems and equipment. Conduct testing of electronic systems and equipment. Ability to interpret technical drawings and information relating to electronic systems. Computer aided technical applications. Knowledge of electronic maintenance and repair procedures. Knowledge of electronic test equipment and calibration                                                                                                                                                                                                                                                                                                                                                                                            |

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|                            |   | procedure standards. Project Management. Decision making, problem solving and analysis skills. Knowledge of technical design and analysis. Knowledge of Legal Compliance. Research and development. Mentoring and coaching.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Conduct planned Maintenance on Electronic Systems. Operate Test Equipment and diagnose faults. Use software driven Test Instruments for testing and analysis of data for the quality of electronic equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | CPO T.A. Makeleng Tel No: (031) 460 6368                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/33</u></b>   | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A FIRE CONTROL SYSTEMS: ELECTRONICIAN REF NO: NAVAL/18/19/25/31 (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Naval Base Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Electronic technician experience would be an advantage. Proficiency in spoken and written English. Technical report writing. Conduct planned maintenance of electronic systems. Repair electronic systems and equipment. Conduct testing of electronic systems and equipment. Ability to interpret technical drawings and information relating to electronic systems. Computer aided technical applications. Knowledge of electronic maintenance and repair procedures. Knowledge of electronic test equipment and calibration procedure standards. Project Management. Decision making, problem solving and analysis skills. Knowledge of technical design and analysis. Knowledge of Legal Compliance. Research and development. Mentoring and coaching. |
| <b><u>DUTIES</u></b>       | : | Execute duties in according with time frames as per allocated job cards. Execute maintenance and repair tasks in accordance with laid-down standards and procedures. Interpret Technical Drawings and Work Dossiers. Record keeping of electronic equipment failures, order available spares and service record. Knowledge of Occupational Safety Act and safe operating procedure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Lt R.V. Shabalala Tel No: (031) 460 6289                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/34</u></b>   | : | <b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A SPEC ARMOUR SERVICES: INDUSTRIAL TECHNICIAN REF NO: NAVAL/18/19/25/32</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | SA Naval Armament Depot, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Experience in at least two other Armament workshops relating to guided weapons maintenance would be an advantage. Weapon Systems management experience. Technical design and analysis knowledge. Ability to communicate effectively (written and verbal) in English at all levels. Technical report writing. Problem solving, planning and organising, and decision making skills. Knowledge of Legal Compliance. Computer aided technical applications.                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>       | : | Provide the Technical Support group activities. Assist the workshops in division with Technical interventions. Perform System Management Tasks. Perform Research and development tasks. Perform Calibration of all Test and Measuring Tools and Equipment. Ensure compliance of the OHAS Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Cdr C. Wilbers Tel No: (021) 787 5612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b><u>POST 19/35</u></b>   | : | <b><u>GISC TECHNICIAN (PRODUCTION) GRADE APAPER NAUTICAL CHARTS: CARTOGRAPHER REF NO: NAVAL/18/19/25/33 (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R391 671 – R418 332 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ, SA Navy Hydrographic Office, Silvermine, Tokai                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Geomatics (GISc), Cartography or Relevant Qualification. 3 years post qualification GISc Technician experience. Valid driver's license. Special requirements (Skills needed): Experience in the Marine Cartography environment would be an advantage. Working knowledge on Geo-database implementation. Knowledge of GIS software applications and spatial data. Working knowledge on theory, standards, principles and practices of GIS and cartography. Planning and organising skills. Inter-personal skills. Problem solving and decision making skills. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to utilise MS Office Suite and operate basic office equipment. Required to travel nationally and internationally when necessary.                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Produce a Paper Nautical Chart. Maintain Nautical Chart Reproduction Material. Reproduce a Paper Nautical Chart. Undertake Print-on-Demand (POD) Requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Mr A. van Craeynest Tel No: (021) 787 2276                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>         | : | Compulsory Registration with PLATO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 19/36</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A ISLAND MAINTENANCE SERVICES: SNR ELECTRICIAN REF NO: NAVAL/18/19/25/34</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R382 047 – R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Naval Base Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experience in the Electrical field. Knowledge of the use of advanced tools which require specific detailed training and also be able to decide which tools must be used to execute a job. Knowledge of how to plan for activities and resources needed, such as the planning and co-ordinating of own work and that of subordinate. Knowledge of how to use advanced machinery with a higher level of complexity. Ability to manufacture precision components (as used in the Naval environment) by using machinery of a higher complexity. Ability to interpret technical drawings and information relating to his / her trade. Problem solving and analysis. Decision making. Computer aided technical applications and skills. Knowledge of Legal Compliance. Ability to communicate effectively (written and verbal) in English at all levels. Technical report writing. Technical consulting. Change Management. Financial Management. Mentoring and coaching. |
| <b><u>DUTIES</u></b>       | : | Perform Complex Electrical Maintenance and Repair Tasks. Interpret Technical Drawings and Work Dossiers. Use and Order Miscellaneous Stores. Provide Technical Advice. Supervise and Train Subordinates and Trainees. Maintain a Safe Working Environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | WO2 S.S. Mothulega Tel No: (031) 480 6411                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/37</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A VOICE TECH SERVICES: VOICE TECH FOREMAN REF NO: NAVAL/18/19/25/35</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R382 047 - R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town, Telephone Exchange                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experience in telephone network installation, maintenance and repairs of telephone lines and instruments will be an advantage. Applicant must be able to use power tools and technical instruments. Applicant must have good interpersonal skills and a sound knowledge of Main Distribution Frames, Cable jointing, Digital (EG VoIP) and analogue telephone systems and good                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                            |   | communication skills. Knowledge of Health and Safety Regulations. Ability to compile Technical reports. Knowledge of legal compliance. Ability to supervise staff. Management skills, good verbal and written communication skills, budgeting, workflow control, and team leadership. Planning and organisation skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Execution of voice technical service provision operations, conduct voice technical support services, execute voice technical service provisions operations, monitor SAN ICT telephone network operations. Provide Telephone Network cable reticulation services, provide telephone instrument technical services, provide fixed line (Telkom) connectivity services and provide fixed line connectivity for foreign and local vessels. Distribution account holder for the technical section. Maintain accurate cable reticulation records. Execution and control of job card system. Communicating with Contractors, performing tasks not included in the job description. Ordering and managing stores. Supervise Contractors' work.                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Lt L.C. Letshabo Tel No: (021) 787 5869 / WO1 N.P. Keeme Tel No: (021) 787 5790                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 19/38</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE AELECTRONIC MAINTENANCE: ELECTRONICIAN REF NO: NAVAL/18/19/25/36 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R382 047 - R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Radio Station Goedverwacht, Durbanville                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Diagnostic ability (fault find to modular / component level and effect repair). Knowledge of Thermionic Emission principles. Ability to read and understand circuit diagrams. Proven ability to communicate effectively (written and verbal) in English at all levels. Teamwork skills. Computer skills: Proficiency in MS Office packages and computer aided technical applications. Supervision and management skills. Knowledge of Legal compliance. Ability to write Technical reports. Knowledge and skills of Conflict Management and OHS Act. Planning and organizing skills.                                                                                    |
| <b><u>DUTIES</u></b>       | : | Maintain and repair communications equipment and their peripherals. Implement corrective action to essential equipment when required (diesel generators, power distribution, air cooling systems, etc). Supervise contractor's work. Perform tasks delegated by superiors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr R.J. Cameron Tel No: (021) 787 2480/3/4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>NOTE</u></b>         | : | Own transport required. Must be able to work in an underground location with mechanical air and lightning. Member will be required to perform shift work and overtime (days, night and weekends) in an Underground Facility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/39</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A REFRIGERATION: IC SECTION REF NO: NAVAL/18/19/25/37</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R382 047 - R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Fleet Maintenance Unit, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Previous maritime experience will be of an advantage. Knowledge of Refrigeration test equipment. Knowledge of applicable machinery with regard to refrigeration and air conditioning systems. Knowledge of safety standards. Ability to conduct technical training. Ability to compile documentation. Proven ability to communicate (written and verbal) in English, at all levels. Ability to read technical drawings. Proficiency in MS Office packages and other computer-aided technical applications. Knowledge of Legal Compliance. Ability to write Technical reports. Knowledge and skills of Conflict Managements and OHS Act. Planning and Organising skills. |
| <b><u>DUTIES</u></b>       | : | Rendering advice and guidance and in-house training to junior artisans and apprentices. Operating of machining equipment. Conducting gas and electronic leak detection. Interpreting job requirements from instructions,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                            |   | drawings, samples and templates. Adhering to all safety and quality regulations. Must be medically fit and be able to work on ships and submarines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | WO1 C.J. Pestana Tel No: (021) 787 9878                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 19/40</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A SHIPWRIGHTS: SHIPWRIGHT REF NO: NAVAL/18/19/25/38</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R382 047 – R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Naval Base Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Previous experience as an Artisan in the marine environment and as a Joiner would be an advantage. Ability to communicate effectively (written and verbal) in English, at all levels. Technical report writing. Basic knowledge of Health and Safety. Knowledge of specific Joiner processes and aids. Knowledge of basic maintenance of machinery with high level of complexity in operating it. Knowledge of basic hand tools and Joiner equipment. Ability to operate Joiner machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform Joiner duties. Problem solving and analysis. Decision making skills. Computer aided technical applications and skills. Knowledge of Legal Compliance. Technical consulting. Planning and organising. Change Management. Financial Management. Mentoring and coaching. |
| <b><u>DUTIES</u></b>       | : | Execute duties in compliance with the Code of Conduct and the Quality Assurance Manual. Execute duties in compliance with set standards associated with that of a qualified Artisan. Execute duties iaw time frames as per allocated job cards. Effect maintenance and repair tasks law laid down standards and procedures. Implement appropriate repair solutions. Execute duties in compliance with the Occupational Health and Safety Act (OHASA). Successful applicant can be expected to be a team player. Assist with the training of newly appointed Shipwrights and the introduction and use of equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | WO2 T.G. Januarie Tel No: (031) 460 6379                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b> | : | Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/41</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A PAINT SHOP: PAINTER REF NO: NAVAL/18/19/25/39 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R382 047 – R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Naval Base Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Previous Artisan experience in a painting environment would be an advantage. Ability to communicate effectively (verbal and written) in English, at all levels. Technical report writing. Basic knowledge of Health and Safety. Knowledge of specific painting processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and painting equipment. Ability to operate spray gun machines Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform painting duties. Problem solving and analysis. Decision making skills. Computer aided technical applications and skills. Knowledge of Legal Compliance. Technical consulting. Planning and organising. Change Management. Financial Management. Mentoring and coaching.                |
| <b><u>DUTIES</u></b>       | : | Execute duties in compliance with the Code of Conduct and the Quality Assurance Manual. Execute duties in compliance with set standards associated with that of a qualified Artisan. Execute duties in accordance with time frames as per allocated job cards. Effect maintenance and repair tasks in accordance with laid down standards and procedures. Implement appropriate repair solutions. Successful applicant can be expected to be a team player.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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|                            |   | Assist with the training of newly appointed cleaners and the introduction and use of equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | WO2 T.G. Januarie Tel No: (031) 460 6379                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036.<br>Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/42</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A MARINE FACILITIES: DIVER REF NO: NAVAL/18/19/25/40</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R382 047 – R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town: Facilities Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Welding / Civil related trades. Experience in the marine / diving environment would be an advantage. Ability to work under water +/- 39m. Knowledge of repairing maintaining and upgrading of harbour facilities. Knowledge of safe keeping of job sites and materials. At least 3 years' experience in a supervisory capacity. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Project Management experience. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the marine/diving environment. Knowledge of the Public Service Act. Advanced analytical thinking, interpersonal and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples, and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Knowledge of legal compliance. Excellent time management skills. |
| <b><u>DUTIES</u></b>       | : | Repairing, maintaining and up-grading of harbors and facilities. Managing a variety of tasks with regard to the Marine / Diving Workshops workload, staff and procuring of equipment and materials. Supervising subordinates which includes training and assessments. Administering Documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr J.R. Labuschange Tel No: (021) 787 5237 / 5242                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/43</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A PAINTING: PAINTER REF NO: NAVAL/18/19/25/41</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R382 047 – R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town: Facilities Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experience in a Painting Workshop would be an advantage. At least 3 years' experience in a supervisory capacity. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Project Management experience. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the marine/diving environment. Knowledge of the Public Service Act. Advanced analytical thinking, interpersonal and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples, and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Knowledge of legal compliance. Excellent time management skills.                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Repairing, maintaining and up-grading of harbors and facilities. Managing a variety of tasks with regard to the Marine / Diving Workshops workload, staff and procuring of equipment and materials. Supervising subordinates which includes training and assessments. Administering Documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr J.R. Labuschange Tel No: (021) 787 5237 / 5242                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b><u>POST 19/44</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A TAILOR: TAILOR REF NO: NAVAL/18/19/25/42</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R382 047 - R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town, Detail Clothing Store, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Ability to make and grade patterns. Ability to adjust machines. Ability to unpick, hemming and shortening of garments. Ability to re-size garments. Ability to undertake the measurement of personnel. Ability to utilise various types of sewing machines. Ability to apply badges and braiding. Ability to understand basic machine maintenance and fault finding. Ability to perform basic record keeping. Proven ability to communicate effectively (written and verbal) in English at all levels. Leadership, supervision and management competency skills. General knowledge of clothing and textile / fabrics. Knowledge of OHS Act. Basic knowledge of administration. Team work skills. Problem solving skills. Planning and organising skills. Knowledge of Legal Compliance. Knowledge of computer aided technical applications. Knowledge of technical report writing. |
| <b><u>DUTIES</u></b>       | : | Alterations of clothing. Sewing on rank badges. Assembling medals and ribbons. Budget for stores and equipment. Maintain equipment. Safety and security (OHASA).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | WO1 C.M. Nkuna Tel No: (021) 787 3228                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/45</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A MAINTENANCE MANAGEMENT: IC SECTION REF NO: NAVAL/18/19/25/43</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R382 047 - R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town, Transport Depot, Dido Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years Post Qualification Experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Required to be qualified as a mechanical technician to conduct technical and mechanical repairs to compliance as per the PFMA. Trade test mechanical vehicle fitter in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP to market related costs. Ability to communicate effectively (written and verbal) in English to all levels. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Problem solving and decision making skills. Knowledge of Legal Compliance. Technical report writing. Knowledge of computer aided technical applications. Planning and organising. Conflict management. Production knowledge and skills.                                         |
| <b><u>DUTIES</u></b>       | : | Controlling the execution of minor vehicle repairs. Undertake vehicle recoveries. Managing the sub-section, personnel and general requirements. Management of OHS iro safety of personnel. General administration of workshop.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr P.B. Rakgotho Tel No: (021) 787 3049                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/46</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A QUALITY ASSURANCE: AUTO ELECTRICIAN REF NO: NAVAL/18/19/25/44</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R382 047 - R 433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town, Transport Depot, Dido Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Required to be qualified as an auto electrician to conduct technical inspections and quality assurance to compliance as per the PFMA. Trade test auto electrical in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP to market related costs. Ability to communicate effectively (written and verbal) in English to all levels of service providers. Ability to communicate with SAN Level 3 organizations' (Vehicle Transport                                                                                                                                                                                                                                                                                                                             |

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|                            |   | Management), external Fleet stakeholders, and functional peers and subordinates. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Planning and organising. Problem solving and decision making skills. Knowledge of Legal Compliance. Technical report writing. Knowledge of computer aided technical applications. Production knowledge and skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Obtaining quotations iro vehicle services. Maintenance of outsourcing requirements. Monitor and finalise outsourced vehicle and repairs. Management of OHS in respect of safety and personnel. General administration of electrical workshop.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr P.B. Rakgotho Tel No: (021) 787 3049                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 19/47</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A MAINTENANCE MANAGEMENT: MECHANICAL REF NO: NAVAL/18/19/25/45</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R382 047 – R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town, Transport Depot, Dido Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Required to be qualified as a mechanical technician to conduct technical and mechanical repairs iro compliance as per the PFMA. Trade test mechanical vehicle fitter in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP iro market related costs. Ability to communicate effectively (written and verbal) in English to all levels. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Planning and organising. Problem solving and decision making skills. Knowledge of Legal Compliance. Technical report writing. Knowledge of computer aided technical applications. Production knowledge and skills. |
| <b><u>DUTIES</u></b>       | : | Obtaining quotations iro vehicle services. Maintenance of outsourcing requirements. Monitor and finalise outsourced vehicle and repairs. Management of OHS in respect of safety and personnel. General administration of mechanical workshop.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Lt Cdr P.B. Rakgotho Tel No: (021) 787 3049                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 19/48</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A HIGH PRESSURE WORKSHOP: FITTER AND TURNER REF NO: NAVAL/18/19/25/46</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R382 047 - R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Naval Stores Depot Wingfield, Goodwood                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Ability to read and understand technical drawings. Proven ability to communicate effectively (written and verbal) in English at all levels. Teamwork skills. Computer skills: Proficiency in MS Office packages and computer aided technical applications. Supervision and management skills. Knowledge of Legal compliance. Ability to write Technical reports. Knowledge and skills of Conflict Management and OHS Act. Planning, organizing, problem solving and decision making skills.                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | Maintaining cylinders according to maintenance schedules and the relevant SANS documentation. Servicing High Pressure air equipment and life support systems according to the relevant SANS documentation. Repairing all defected equipment and life support systems. Testing of all life support equipment and air storage vessels and entering all required specifications and inspection detail on the cylinder inspection report (C.I.R.). Ensuring that all policies and procedures regarding HP equipment is done according to all the relevant SANS documentation. Charging of all air and CO2 cylinders. Pre-delivering of all life support equipment.                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | WO2 G.Tekwane Tel No: (021) 597 5316                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b><u>APPLICATIONS</u></b>               | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 19/49</u></b>                 | : | <b><u>ARTISAN FOREMAN GRADE A SURVIVAL EQUIPMENT WORKSHOP: SURV EQUIP FITTER REF NO: NAVAL/18/19/25/47</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R382 047 - R433 176 per annum<br>Naval Stores Depot Wingfield, Goodwood<br>Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English. Problem solving and decision making skills. Planning and organising skills. Technical analysis and report writing. Knowledge of Legal Compliance. Conflict management Knowledge of computer aided technical applications.                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>                     | : | Inspect, service, repair, test, replace, install and pack where necessary, specific inflatable life rafts and associated emergency packs and equipment that you are certified to do. Inspect, service, repair and test life jackets that you are certified to do. Manufacture, as required, items which relate to this mustering from fabric, canvas, leather, plastic, rubber and other job related materials. Maintain specific records. Ensure that all policies and procedures regarding survival equipment are adhered to at all times. Ensure that you are conversant with the safety codes. Pre-delivering of all lifesaving equipment to ensure the lifesaving equipment is serviceable before it leaves the Depot to the end user.                                                  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | WO2 G.Tekwane Tel No: (021) 597 5316<br>Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 19/50</u></b>                 | : | <b><u>ARTISAN FOREMAN GRADE A ELECTRICAL: ELECTRONICIAN REF NO: NAVAL/18/19/25/48 (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R382 047 – R433 176 per annum<br>SA Naval Armament Depot, Simon's Town<br>Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experienced in Electrical Weapons Systems would be preferred. Ability to communicate effectively (written and verbal) in English at all levels. Technical analysis knowledge and report writing skills. Computer aided technical applications. Knowledge of Legal Compliance. Planning and organising skills. Conflict Management. Team work. Customer focus and responsiveness.                                                                                                                                                                            |
| <b><u>DUTIES</u></b>                     | : | Maintaining and repairing SUT Torpedoes. Preparing exercise torpedoes for issue. Preparing combat torpedoes for issue or for Ready to Use Magazine. Preparing and maintaining torpedo Counter Measure launchers. Purging and pressure checks of EXOCET missile tube. Carry out 2-yearly functional test on UMKHONTO Missile and monthly purge of the pure air system. Ensuring security within the section. Ensure compliance of the OHAS Act.                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Cdr C. Wilbers Tel No: (021) 787 5612<br>Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 19/51</u></b>                 | : | <b><u>ARTISAN FOREMAN GRADE A SURFACE COATING: ARTISAN REF NO: NAVAL/18/19/25/49</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R382 047 – R433 176 per annum<br>SA Naval Armament Depot, Simon's Town<br>Appropriate Trade Test Certificate. 5 Years Post Qualification Experience as an Artisan. Valid Driver's License. Special requirements (Skills needed): Proficiency in MS Office packages, particularly Excel. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Technical analysis knowledge and report writing skills. Computer aided technical applications. Knowledge of Legal Compliance. Planning and organising skills. Production process knowledge. Project |

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|                            |   | Management. Conflict Management. Team work. Customer focus and responsiveness.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Perform Administration duties for the section, training sub-ordinates, managing of quality standards in the workspace, supervisory duties, assisting with budget requirements, ensuring safety standards are maintained, ensuring security within the section, environmental services.                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Cdr C. Wilbers Tel No: (021) 787 5612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/52</u></b>   | : | <b><u>ARTISAN FOREMAN GRADE A MECHANICAL: MECHANICIAN REF NO: NAVAL/18/19/25/50</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R382 047 – R433 176 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | SA Naval Armament Depot, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experienced in a Mechanical Weapons Systems would be preferred. Ability to communicate effectively (written and verbal) in English at all levels. Technical analysis knowledge and report writing skills. Computer aided technical applications. Knowledge of Legal Compliance. Planning and organising skills. Conflict Management. Team work. Customer focus and responsiveness. |
| <b><u>DUTIES</u></b>       | : | Maintaining and repairing SUT Torpedoes. Preparing exercise torpedoes for issue. Preparing combat torpedoes for issue or for Ready to Use Magazine. Preparing and maintaining torpedo Counter Measure launchers. Carry out 2-yearly functional test on UMKHONTO Missile and monthly purge of the pure air system. Ensuring security within the section. Ensure compliance of the OHAS Act.                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Cdr C. Wilbers Tel No: (021) 787 5612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/53</u></b>   | : | <b><u>CANDIDATE ENGINEERING TECHNICIAN SUB &amp; LAND BASED ENGINEERING DESIGN: CANDIDATE ENGINEERING TECHNICIAN) REF NO: NAVAL/18/19/25/51</u></b>                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R338 748 - R359 604 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. Valid driver's license. Special requirements (Skills needed): No previous experience required. Render Technical Services under supervision to assist Engineers, Technologists and Associates in field, workshop and technical office activities in a Naval Marine environment. Project Management. Engineering design and analysis. Computer aided engineering applications. Knowledge of Legal Compliance. Planning, organising, and problem solving skills.                  |
| <b><u>DUTIES</u></b>       | : | To render technical services and support in engineering research, design, manufacturing, operations and maintenance under supervision. Candidate Engineering Technician is responsible for preparing and keeping documentation that is necessary to manage the training process by means of a Portfolio of Learning. Undertaking Research and Development. Perform administrative and related functions. Adherence to OHS regulations.                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Capt (SAN) M. Ncanana Tel No: (021) 787 4389                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current /Compulsory Registration with ECSA as a Candidate Engineering Technician.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 19/54</u></b>   | : | <b><u>CANDIDATE ENGINEERING TECHNICIAN COMBAT VESSEL DESIGN: CANDIDATE ENGINEERING TECHNICIAN) REF NO: NAVAL/18/19/25/52</u></b>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R338 748 - R359 604 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Fleet Command HQ: Naval Engineering Services, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Engineering or relevant qualification. Valid driver's license. Special requirements (Skills needed): No previous experience required. Render Technical Services under supervision to assist Engineers,                                                                                                                                                                                                                                                                                                                |

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|                            |   | Technologists and Associates in field, workshop and technical office activities in a Naval Marine environment. Project Management. Engineering design and analysis. Computer aided engineering applications. Knowledge of Legal Compliance. Planning, organising, and problem solving skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | To render technical services and support in engineering research, design, manufacturing, operations and maintenance under supervision. Candidate Engineering Technician is responsible for preparing and keeping documentation that is necessary to manage the training process by means of a Portfolio of Learning. Undertaking Research and Development. Perform administrative and related functions. Adherence to OHS regulations.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Capt (SAN) M. Ncanana Tel No: (021) 787 4389                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | Statutory Requirements Apply: Current /Compulsory Registration with ECSA as a Candidate Engineering Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/55</u></b>   | : | <b><u>ARTISAN (PRODUCTION) GRADE A VOICE TECH SERVICES: VOICE TECH ARTISAN REF NO: NAVAL/18/19/25/53 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R243 597 – R270 357 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Naval Base Simon's Town Telephone Exchange                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. Valid driver's license Special requirements (Skills needed): Knowledge of installation and maintenance of digital and analogue telephone networks would be an advantage. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to compile Technical reports. Computer skills. Ability to read and understand technical drawings and schematics. Basic knowledge of Health and Safety. Knowledge of basic hand tools and equipment. Problem solving, knowledge of VoIP technology will be an advantage. Knowledge of Legal compliance. Knowledge of Health and Safety regulations. Planning and organising skills.                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Execute Voice Technical Service provision operations. Conduct Voice Tech Support Services. Maintain equipment's and facilities according to schedule. Keep and maintain job records on the register. Maintain and adhere to agreed developmental plan or requirement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Lt L.C. Letshabo Tel No: (021) 787 5869 / WO1 N.P. Keeme Tel No: (021) 787 5790                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/56</u></b>   | : | <b><u>ARTISAN (PRODUCTION) GRADE A BOAT MAINTENANCE: SHIPWRIGHT REF NO: NAVAL/18/19/25/54</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R243 597 – R270 357 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Naval College Gordon's Bay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Experience in Shipwright / Joinery environment would be an advantage. Must be able to work with wood and must have the ability to design furniture. Ability to communicate verbally, read and write in English. Ability to work independently and also as part of a team. Ability to multi-task and perform general handyman tasks. Must have knowledge and skills in carpentry and metalwork. Knowledge of hand tools, machinery, painting and spray painting is required. Good organising and interpersonal skills. The identification of relevant machinery, tools and equipment is required. Knowledge of Occupational Health and Safety Act. Knowledge of legal compliance. Knowledge of Technical analysis. Report writing skills. Problem solving skills. |
| <b><u>DUTIES</u></b>       | : | Maintain and repair all Shipwright/Joinery related jobs on boats in the unit. Maintain and repairing all Shipwright related equipment in the unit. Manufacture of all Carpentry items required for the unit. Must be available to conduct emergency repairs in the unit. Must be able to conduct administrative duties such as assisting with stocktaking, the procurement of spares and materials within required timeframes. Must be able to complete documentation for Petty cash purchases. Must be able to conduct supervisory duties such as being responsible for neatness of workshop, responsible to control equipment and stores, report negligence and unsafe situations, responsible for tools used inside and outside the workshop and the adherence to work hours. Comply                                                                            |

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|                            |   | with order and instructions from superiors. Conforming to OHASA safety standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Chief Petty Officer T.A. Ramugumo Tel No: (021) 787 4949                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/57</u></b>   | : | <b><u>ARTISAN (PRODUCTION) GRADE A BOAT MAINTENANCE:</u></b><br><b><u>ELECTRONICIAN REF NO: NAVAL/18/19/25/55</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R243 597 – R270 357 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Naval College Gordon's Bay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Experience in an Electrical Engineering environment would be an advantage. Must be able to read and design electrical drawings/circuits. Ability to communicate verbally, read and write in English. Ability to work independently and also as part of a team. Ability to multi-task and perform general handyman tasks. Must have knowledge and skills in electrical field. Knowledge of hand tools, machinery and is required. Good organising and interpersonal skills. The identification of relevant machinery, tools and equipment is required. Knowledge of Occupational Health and Safety Act. Knowledge of legal compliance. Knowledge of Technical analysis. Report writing skills. Problem solving skills.                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Maintain, assemble and install electrical equipment of boats. Maintain, assemble and install electrical and communications equipment in/on buildings. Must be able to maintain and install mechanical parts of laundry in the unit. Must be able to maintain install and repair all galley machinery. Must be available to conduct emergency electrical repairs in the unit. Must be able to conduct administrative duties such as assisting with stocktaking, the procurement of spares and materials within required timeframes. Must be able to complete documentation for Petty cash purchases. Must be able to conduct supervisory duties such as being responsible for neatness of workshop, responsible to control equipment and stores, report negligence and unsafe situations, responsible for tools used inside and outside the workshop and the adherence to work hours. Comply with order and instructions from superiors. Conforming to OHASA safety standards. |
| <b><u>ENQUIRIES</u></b>    | : | Chief Petty Officer T.A. Ramugumo Tel No: (021) 787 4949                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HG, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/58</u></b>   | : | <b><u>ARTISAN (PRODUCTION) GRADE A VOICE TECH SERVICES: VOICE TECH ARTISAN REF NO: NAVAL/18/19/25/56</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R243 597 – R270 357 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Naval Base Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Knowledge of telephone line and instrument repair procedures. Knowledge of cabling repair procedures. Knowledge of cabling reticulation and procedures. Knowledge of connectivity and procedures. Ability to undertake Technical Analysis. Ability to identify technical faults. Ability to utilise appropriate tools and equipment. Proficiency in verbal and written English. Ability to communicate with clients and service providers. Ability to compile standards memos, letters and reports. Planning and organising. Team work. Problem solving skills. Knowledge of Legal Compliance. Production process knowledge and skills. Customer focus and responsiveness.                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Execute voice tech service provision operations. Provide telephone cable reticulation services. Provide telephone instrument technical services. Provide fixed line (Telkom) connectivity services. Provide fixed line connectivity for foreign vessels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | WO1 S. Ntshinga Tel No: (031) 460 6148                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b><u>POST 19/59</u></b>                 | : | <b><u>ARTISAN (PRODUCTION) GRADE A ISLAND MAINTENANCE SERVICES:<br/>MECHANICAL FITTER REF NO: NAVAL/18/19/25/57</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>                     | : | R243 597 – R270 357 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>                     | : | Naval Base Durban                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b>               | : | Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Experience in a mechanical fitting environment would be an advantage. Proficiency in spoken and written English. Ability to communicate with clients and service provider. Ability to compile routine memos, letters and reports. Knowledge of tools which require specific detailed training and also be able to decide which tools must be used to do a job. Knowledge of how to use machinery. Basic knowledge required to operate a computer system including knowledge of word processing. Knowledge of situations / matters that pose a safety hazard and the subsequent reporting of such to higher authority. Ability to perform specific tasks such as maintenance / installations complying to standards normally associated with that done by a qualified artisan. Ability to interpret technical drawings and information relating to his / her trade. Planning and organising skills. Knowledge of Legal Compliance. Production process knowledge and skills. Problem solving skills. |
| <b><u>DUTIES</u></b>                     | : | Perform standard mechanical maintenance and repair task. Executes duties in compliance with the Code of Conduct and Quality Assurance Manual. Execute duties in compliance with set standards associated with that of a qualified Artisan. Execute duties iaw time frames as per allocated job cards. Finalise tasks as per work dossiers. Effect maintenance and repair tasks as laid down standards and procedures. Implement appropriate repair solutions. Interpret Technical Drawings and Work Dossiers. Comply with the standards set out in the relative work dossiers, drawings and repairs and maintenance manuals. Obtain written authority before deviating from set standards. Use and Order Miscellaneous Stores. Ensure that stores items being ordered to execute assignments are justifiable. Ensure the safekeeping of stores items issued for assignments. Ensures stores items used on assignments are reflected on the Job card. Return all excess stores items to the divisional storekeeper.                                                                                   |
| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b> | : | Lt R.V. Shabalala Tel No: (031) 460 6289<br>Cdr S.K. Sibiyi, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036.<br>Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/60</u></b>                 | : | <b><u>ARTISAN (PRODUCTION) GRADE A BINDERY: CUTTER &amp; BINDER REF<br/>NO: NAVAL/18/19/25/58</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>                     | : | R243 597 – R270 357 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>                     | : | SAN Publications Unit, Simon's Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b>               | : | Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Previous experience in Cutting and Binding (Printing) environment would be an advantage. Basic knowledge of Health and Safety regulations. Ability to communicate effectively (written and verbal) in English at all levels. Ability to compile documents. Computer literacy in MS Office suite. Basic knowledge of hand tools and equipment. Problem solving and decision making skills. Knowledge of safety standards. Ability and willingness to conduct technical training to learners. Communication skills (written and verbal). Able to use proper PPE's. Must be medically fit and be able to work standing for long hours in printing factory. Knowledge of Legal Compliance. Team work. Technical knowledge analysis.                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>                     | : | Assist with the ordering of paper. Cutting paper for printing purposes. Maintaining and cleaning of machinery, equipment, factory floor and surroundings. Assisting on all Bindery machinery and equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b> | : | WO2 M.C.L. Deane Tel No: (021) 787 4134 / 3303<br>Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/61</u></b>                 | : | <b><u>ADMINISTRATION CLERK: PRODUCTION REF NO: DEFRES/15/19/25/01</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>                     | : | R228 321 – R268 950 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>                     | : | Defence Reserves Division, Armscor Building, Erasmuskloof, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



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| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF Level 4) or equivalent. Background on the Reserves will be an advantage. Special requirements (skills needed): Computer literacy; Knowledge of programmes like Dreamweaver, Fireworks, Photoshop, Word, Excel and PowerPoint). Ability to communicate effectively (written and verbal). Analytical, Problem solving skills, Co-ordination, Planning and Organising skills. Good interpersonal skills and able to work independently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture and retrieve correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Execute all the website responsibility. Manage and update the internet and intranet of the Def Res Div. Provide supply chain clerical support services; liaise with internal and external stakeholders in relation to procurement of goods and services with regards to catering. Obtain quotations and complete procurement forms to purchase office supplies. Keep and maintain asset register of the office. Provide Secretarial duties; type letters and/or other correspondence when required. Keep and maintain incoming and outgoing document register of the office. Arrange travelling and accommodation for Chief Defence Reserves (CDR) and Director Defence Reserves (DDR). Manage the diary of CDR and DDR. Assist with catering arrangements of the official meetings. Host Guests of CDR and DDR.                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms J. Mahlangu Tel No: (012) 355 5332                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Defence Reserves Division, Private Bag X161, Pretoria, 0001 or may be hand delivered to Armscor Building, Cnr Boeing & Nossob Street, Erasmuskloof, Pretoria or emailed to <a href="mailto:defres@telkomsa.net">defres@telkomsa.net</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 19/62</u></b>   | : | <b><u>ADMINISTRATION CLERK: PRODUCTION REF NO: DEFRES/15/19/25/02</u></b><br>Defence Reserves Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 950 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Regional Office Northern Cape (Kimberley).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF Level 4) or equivalent. Background on the Reserves will be an advantage. Special requirements (skills needed): Computer literate (MS Word, Excel and Power point). Ability to communicate effectively (written and verbal). Analytical, Problem solving skills, Co-ordination, Planning and Organising skills. Good interpersonal skills and able to work independently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain filing system of the office. Type letters and/or other correspondence when required. Keep and maintain incoming and outgoing document register of the office. Provide supply chain clerical support services; liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms to purchase office supplies. Control office stationery stock. Keep and maintain asset register of the office. Provide personnel administration clerical support service; maintain leave register. Keep and maintain personnel records and attendance register. Arrange travelling and accommodation. Provide financial administration support service; capture and update expenditure. Check correctness of subsistence and travel claims of officials and submit to Head Quarter (HQ) for approval. Handle telephone accounts and petty cash. Assist with external promotion; assist at Reserves Force event. Handle visitors of Provincial Office. Liaise with external public in order to promote the Reserves. Market and promote the Reserves. |
| <b><u>ENQUIRIES</u></b>    | : | Lt Col J.S. Titus Tel No: (053) 830 3025 or 076 253 3526                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Defence Reserves Division, Provincial Office Northern Cape, Private Bag X5056, Kimberley, 8300 or may be hand delivered to Army Support Base Provincial Office Northern Cape, Gen Ken van der Spur Avenue, Diskobolos, Kimberley or emailed to <a href="mailto:juliustitus1312@gmail.com">juliustitus1312@gmail.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**POST 19/63**

: **SENIOR SECRETARY GRADE II: REF NO: DETDSI /17/19/25**  
Chief Directorate: Human Resource Development  
Directorate: Training Systems Integrity

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

: R228 321 - R268 950 per annum (Level 05)  
: Armscor Building, Erasmuskloof, Pretoria  
: A minimum of Grade 12(NQF Level 4) or equivalent. Experience in the Administration/Secretarial and an appropriate academic qualifications in the field will be an advantage. Special requirements (skills needed): Language skills and the ability to communicate well with people from different levels. Knowledge of MS Word, Excel, Power point and Lotus note. Typing skills. Ability to operate office equipment (fax, scanner, photocopies and internet). Good interpersonal skills and organising skills. Higher levels of professionalism and reliability. Ability to act with tact and discretion. Good telephone etiquette. Self-motivated and flexible. The successful candidate will be required to obtain a Security Clearance within a year of employment.

**DUTIES**

: A successful candidate will be required to perform the following duties: Provide secretarial and clerical support to the Directorate. Receive telephone calls and refers the calls to the correct role players. Operate office equipment like fax machines and photocopiers. Coordinate all travel and related logistical arrangements for the Director. Compile and submit subsistence and travel (S&T) claim. Arrange meetings and events for the Director. Identify venues, invites role player, organises refreshments and sets up schedules for meetings and events. Record basic minutes of the meetings of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the Directorate. Manage incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Directorate.

**ENQUIRIES**  
**APPLICATIONS**

: WO1 N. Oosthuizen Tel No: (012) 355 5259.  
: Department of Defence, Human Resource Division, Chief Directorate HR Development, Directorate Training Systems Integrity, Private Bag X159, Pretoria, 0001 or hand deliver at Department of Defence, HR Division, Chief Directorate HR Development, Directorate Training Systems Integrity, Armscor Building, 370 Nossob Street, Erasmuskloof, Pretoria or emailed to [ncediwe.ledwaba@dod.mil.za](mailto:ncediwe.ledwaba@dod.mil.za)

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b><u>CLOSING DATE</u></b> | : | 23 June 2025 at 16:00 (walk-in) and 00:00 (online)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) |

## OTHER POSTS

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| <b><u>POST 19/64</u></b> | : | <b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATION REF NO: HR 4/4/6/03</u></b> |
| <b><u>SALARY</u></b>     | : | R1 059 105 per annum, (all-inclusive)                                      |

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| <b><u>CENTRE REQUIREMENTS</u></b>        | : | Labour Centre: Lephalale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                          | : | Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management / Accounting / Human Resource Management / Labour Relations / Social Sciences / Engineering Sciences / Public Administration / Management / Business Administration /Management / Operations Management / Project Management / Three years' legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. A valid driver's licence. Knowledge: Public Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation. |
| <b><u>DUTIES</u></b>                     | : | Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms. SM Lebogo Tel No: (015) 290 1662                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | : | Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:Job-LEPH@labour.gov.za">Job-LEPH@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>FOR ATTENTION</u></b>              | : | Sub-directorate: Human Resources Management, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/65</u></b>                 | : | <b><u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: HR4/25/06/01 HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R896 436 per annum, (all-inclusive)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                          | : | Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in the Built Environment (Architecture Science, Building Science, Quantity Survey and Civil Engineering). Five (5) years' experience of which two (2) years at Middle Management level and three (3) years functional experience in Facilities Management. A valid driver's licence. Knowledge: Government Facilities Management Processes, National Building Regulation Standards, Construction Industry Development Board, Government Immovable Asset Act, DPWI Space norm, Departmental policies and procedures, Public Finance Management Act and Treasury Regulations, Public Service Act and Regulations, AutoCAD. Skills: Project Management, Presentation skills, Interpersonal skills, Problem-solving skills, Computer Aided Drafting, Planning and organizing, Facilitation, Computer Literacy.                                                                   |
| <b><u>DUTIES</u></b>                     | : | Manage Capital Projects, Planned and unplanned maintenance and refurbishment Projects of the Department. Manage the State owned facilities of the Department. Manage the budget for Capital Projects and Municipal Services for State owned Buildings. Develop and Manage the implementation of policies and procedures related to Facilities Management. Manage all resources within in the Sub Directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr. B Maduna Tel No: (012) 309 4285                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ16@labour.gov.za">Jobs-HQ16@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>FOR ATTENTION</u></b>              | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/66</u></b>                 | : | <b><u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO: HR 4/25/06/02HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R896 436 per annum, (all-inclusive)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                          | : | An undergraduate Bachelor Degree (NQF6) as recognised by SAQA in Social Work/ Psychology/ Occupational Health and Safety plus registered with South African Council for Social Service Professions (SACSSP) or the Health Professions Council of South Africa (HPCSA). Five (5) years' experience of which two (2) years at Middle Management (ASD level) and three (3) years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                             |   | functional experience in Employee Health and Wellness. Valid Driver's License. Knowledge: Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and Aids & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resource Development Policies, Departmental policies and procedures. Skills: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/ diversity management, Problem solving, Motivational.                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>        | : | Manage the implementation and promotion of Employee Health and Wellness Programmes and interventions. Manage and implement the Employee Health and Wellness Strategic Framework and the Gender Equality Strategic Framework. Manage and implement Gender, Disability and Youth matters in the Department. Implement policies and guidelines to promote EHW and GDY and provide reports for the Department. Management of all the resources in the Sub-Directorate.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>     | : | Ms L Rudah Tel No: (012) 309 4659                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ18@labour.gov.za">Jobs-HQ18@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/67</u></b>    | : | <b><u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO: HR 4/25/06/03HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>        | : | R896 436 per annum, (all-inclusive)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>        | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor's Degree (NQF7) in Human Resources Management/ Development/ Training and Development/ Management of Training/ Public Management/ Public Administration. Five (5) years' experience of which two (2) years at the Assistant Director level and three (3) years functional experience in Performance Management. Knowledge: Public Service Act, Public Service Management Act, Treasury Regulation, Human Resource Management Policies, Human Resource Systems and Procedures, Performance Management, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles, Public Service Regulations, PSCBC Resolutions, PMDS Policy. Skills: Strategic Management, Financial Management, Facilitation, Computer literacy, Communication, Interpersonal, Presentation, Planning and organizing, Problem solving. |
| <b><u>DUTIES</u></b>        | : | Manage administration of individual performance management committee system in the department. Manage and administer the SMS Performance Management System. Manage and administer the Performance Management and Development System for SR1-12. Manage the coordination and facilitation of support to Committee Service in the Branch. Manage PMDS SMARTGOV Platform. Develop, Review and Manage the implementation of PMDS Policies and processes to ensure compliance.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>     | : | Mr S Nkhabelane Tel No: (012) 309 4612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ13@labour.gov.za">Jobs-HQ13@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/68</u></b>    | : | <b><u>MR6 LEGAL ADMINISTRATION OFFICER SENIOR REF NO: HR 4/25/06/04HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>        | : | R586 956 –R1 386 972 per annum, (OSD salary package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>        | : | Head Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b>  | : | LLB Degree plus Admitted to practice as an Attorney/ Advocate in the High Court of South Africa. Eight (8) years appropriate legal experience. Knowledge: Public Finance Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic                                                                                                                                                                                                                                                                                                                                                      |

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|                             |   | Conditions of Employment Act, Employment Equity Act, Occupational Health and Safety Act, Employment Services Act, Departmental Policies and Procedures. Skills: Planning and organizing, Communication, Computer literacy, Listening, Time Management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>        | : | Provide legal advisory services to the Department. Management of the litigation of the Department. Administering of access to information of the Department. Vetting of legislation, contracts and policies of the Department. Management of resources of the Chief Directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>     | : | Mr NG Mditshwa Tel No: (012) 309 4535                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ14@labour.gov.za">Jobs-HQ14@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/69</u></b>    | : | <b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMS REF NO: HR 4/25/06/05HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>        | : | R468 459 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>        | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor's Degree (NQF7) in Social Work/ Psychology/ Occupational Health and Safety plus registered with South African Council for Social Services Professions (SACSSP) or Health Professions Council of South Africa (HPCSA). Drivers' license. Four (4) year's experience of which two (2) years Supervisory level (Senior Admin Officer/Practitioner) and two (2) years functional experience in Employee Health and Wellness. Knowledge: Departmental policies and procedures, Human Resource Management Policies, Human Resource Systems and Procedures, Code of Ethics, Batho Pele Principles, Employee Health and Wellness Strategic Framework, Relevant HIV and Aids related legislations, EHWP Policies. Skills: Communication and Interpersonal skills, Counselling skills, Confidentiality and Code of Ethics, Negotiation skills, Decision making skills, Organisational skills, Computer literacy, Motivational skills, Team building, Presentation skills, Report writing, Problem solving skills. |
| <b><u>DUTIES</u></b>        | : | Facilitate the implementation of Employee Health and wellness programmes and services in the Department. Coordinate and facilitate HIV/ AIDS and TB programmes in the Department. Coordinate and implement Health and Productivity programmes in the department. Coordinate and implement Wellness and programmes in the Department. Facilitate the implementation of Employee Health and Wellness strategic framework.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>     | : | Ms L Rudah Tel No: (012) 309 4659                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ12@labour.gov.za">Jobs-HQ12@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/70</u></b>    | : | <b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR 4/25/03/06HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>        | : | R468 459 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>        | : | Head Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology. Four (4) years functional experience in Change Management. Knowledge: Change Management principles and methodologies, Understanding of efficiency promotion including the development of Organisational structure, job profile design, job evaluation, Business Process Management, Organisational Behaviour, Basic Understanding of policies, regulations, prescripts and legislation, DPSA Resolutions and Guidelines, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation and presentation, Project Management, Computer, Good Communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.                                                                                                                                               |

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| <b><u>DUTIES</u></b>        | : | Implement change management framework, strategy and interventions in the Department. Implement employee engagement strategy in the Department. Conduct individual and organizational climate and culture surveys. Conduct and co-ordinate all other organizational development services such as conducting organizational development investigations, development and review of job profile, conduct job evaluation processes, and development business process improvement in the Department. Manage resource (Finance, Human and Assets) in the section.                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>     | : | Mr. S Nkhabelane Tel No: (012) 309 4612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ17@labour.gov.za">Jobs-HQ17@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/71</u></b>    | : | <b><u>ASSISTANT DIRECTOR: ADMIN SUPPORT REF NO: HR4/4/4/03/22</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>        | : | R468 459 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>        | : | Provincial office: Gauteng, Parktown                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Office Management, Public Management, Public Administration/ Business Management/ Business Administration. Four (4) years" experience of which two (2) years at Supervisory level (Senior Admin Office/ Practitioner and two (2) years functional experience in Inspection/ Administration Services. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Public Service Regulations, SDLA, OHS Act, COIDA, UIA, UI Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening & observation, Innovative, Analytical and Verbal and written communication skills. |
| <b><u>DUTIES</u></b>        | : | Perform all administration pertaining to inspections and enforcement services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the IES. Compile reports for the complex cases that require attention of the Chief Director. Attend to DG and Ministerial enquiries. Manage the resources in the sub-section.                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>     | : | Mr M Tshabalala Tel No: (012) 309 0500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to <a href="mailto:Jobs-GP25@labour.gov.za">Jobs-GP25@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Provincial Office: Gauteng.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/72</u></b>    | : | <b><u>ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR 4/4/6/04</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>        | : | R468 459 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>        | : | Provincial Office, Limpopo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b>  | : | A three year relevant tertiary qualification at NQF6 in Communication Science/Marketing/Public Relation/ Media studies and Journalism. Two (2) years supervisor experience. Two (2) years functional experience in a media/public relations/marketing/ communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication Skills, Problem solving skills, Listening and observation, Negotiation, Event Management.                                                                                                                                                           |
| <b><u>DUTIES</u></b>        | : | Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoL in the province (daily). Organize stake holder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DoL at Provincial level (monthly). Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc (daily). Coordinate and facilitate all internal and external events in the Province such as Imbizo outreach. Programmes, outside broadcasts, national commemorative days etc (yearly).                                                       |

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| <b><u>ENQUIRIES</u></b>     | : | Ms. TE Maluleke Tel No: (015) 290 1768                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Polokwane.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/73</u></b>    | : | <b><u>EMPLOYER SERVICES PRACTITIONER (ESP2) REF NO: HR4/4/1/36</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>        | : | R397 116 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>        | : | Labour Centre: Mdantsane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year relevant qualification at NQF6 in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>        | : | Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>     | : | Mr LB Mduduma Tel No: (043) 285 0400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b>  | : | Deputy Director Labour Centre Operations: Private Bag X19, Mdantsane, 5219 or hand deliver at Department of Employment and Labour Mazaule Street, N.U.1, Mdantsane. E-mail: <a href="mailto:Jobs-EC2@labour.gov.za">Jobs-EC2@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 19/74</u></b>    | : | <b><u>SENIOR MEDIA PRODUCTION OFFICER (GRAPHIC DESIGNER) REF NO: HR 4/25/06/07HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>        | : | R397 116 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>        | : | Head Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b>  | : | An undergraduate qualification at NQF6 as recognized by SAQA in Media Production/ Graphic design/ Media Studies /Multimedia/Brand Design Communication/ Web development. A valid driver's licence will be an added advantage. Three (3) years functional experience in the graphic design/Media Production. Knowledge: Specific knowledge of Apple Mac Platform, including the software packages Adobe photoShop, Illustrator, InDesign and quark Xpress, PC platform and all Microsoft Office software (Outlook Word, Excel and Powerpoint), Photography and photographic equipment, Printing processes and requirements, Public service regulations. Skills: Design and layout, Strategic and capability design conceptualization, Adaptive to change (software and organization, machineries), Service delivery innovation, Excellent Time Management (100% adherence to deadlines), Great interpersonal, Excellent communication both verbal and written, Client orientation and customer focus, Program and project management, Effective communication and decision making, problem solving and analytical abilities, Negotiation, technical and commercial, Computer literacy. |
| <b><u>DUTIES</u></b>        | : | Conduct and use systems to ensure efficient and effective production of publicity material. Design and layout of publicity material for the Department. Coordinate the quotations process for the publications. Prepare artwork for Social Media. Prepare artwork for printing. Execute the photography for in-house Departmental events.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>     | : | Mr Itumeleng Motsepe Tel No: (012) 309 4963                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ6@labour.gov.za">Jobs-HQ6@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



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| <b><u>POST 19/75</u></b>    | : | <b><u>SENIOR STATUTORY SERVICES OFFICER REF NO: HR4/4/6/06</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>        | : | R397 116 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>        | : | Provincial Office, Limpopo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>  | : | BPROC/LLB/BCOM Law. 1 year in the Legal/Compliance environment. A valid driving licence. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental Policies and Procedures, Corporate governance, Skills Development Act, Public Service Regulations, Skills Development Levies Act (SDLA). Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).                                                                                                                                                |
| <b><u>DUTIES</u></b>        | : | Assist in court for enforcement of IES. Manage the implementation of enforcement processes for IES. Manage the advocacy strategy for the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Compile the stats for the Unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>     | : | Ms. SM Lebogo Tel No: (015) 290 1662                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 19/76</u></b>    | : | <b><u>EMPLOYMENT EQUITY: INSPECTOR REF NO: HR4/4/6/08</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>        | : | R397 116 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>        | : | Provincial Office, Limpopo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>  | : | National Diploma in Labour Law NQF6/ Advance Labour Law NQF 7/ Post Grad in Labour Law NQF 8/ Law degree/ BCOM law. One (1) to two (2) year functional experience in Employment Equity inspections is an added advantage. A valid driver's license. Knowledge: Department policies and procedures, Basic Conditions of Employment Act, Employment Equity Act, Batho Pele Principles, Compensation for Occupational Injuries & Diseases Act, Employment Services Act, Unemployment Insurance Act, UI Contributions Act Skills: Planning and Organizing, Computer literacy, Conflict handling, Problem solving skills, Interviewing skills, Presentation, Analytical, Communication Skills, Interpersonal.                                                  |
| <b><u>DUTIES</u></b>        | : | Conduct EE procedural inspections and DG reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with EE legislation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of Provincial inspections. Assist in ensuring that quality inspection files are referred to the Principal Inspector and identify challenges on the files and advise on the way forward.                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>     | : | Mr. MI Makgobola Tel No: (015) 290 1723                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Polokwane.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/77</u></b>    | : | <b><u>TEAM LEADER REF NO: HR4/4/6/09</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>        | : | R397 116 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>        | : | Labour Centre: Makhado                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year's National Diploma (NQF 6)/undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement services. A valid driver's license. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act SKILLS: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication. |
| <b><u>DUTIES</u></b>        | : | Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Ms. SM Lebogo Tel No: (015) 290 1662  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or [Job-MAKH@labour.gov.za](mailto:Job-MAKH@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane

**POST 19/78** : **SENIOR STATE ACCOUNTANT REF NO: HR4/4/6/05**

**SALARY** : R397 116 per annum  
**CENTRE** : Provincial Office, Limpopo  
**REQUIREMENTS** : Three (3) year's tertiary or equivalent qualification at NQF6 in Finance/Accounting. Two (2) year's functional experience in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures, Conflict. Skills: Planning and Organizing, Computer literacy, Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.

**DUTIES** : Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and Safety-net). (Daily). Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the province. Proper control of Petty cash (Daily). Clear suspense accounts and unallocated accounts before month closure (Monthly).

**ENQUIRIES** : Mr. Ml Makgobola Tel No: (015) 290 1723.

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane

**POST 19/79** : **ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/6/07**

**SALARY** : R397 116 per annum  
**CENTRE** : Provincial Office, Limpopo  
**REQUIREMENTS** : Three years' relevant tertiary qualification at NQF6 in Risk Management / Internal Audit. 2 years' functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing.

**DUTIES** : Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the section.

**ENQUIRIES** : Ms. TE Maluleke Tel No: (015) 290 1768

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane

**POST 19/80** : **OHS INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR4/4/10/16**

**SALARY** : R397 116 per annum  
**CENTRE** : Labour Centre: Mthatha

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| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate plus a 3-year recognized qualification (NQF6 SAQA recognized) in Occupational Hygiene/Environmental Health. A valid driver license. Registration with the relevant, recognized professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>        | : | To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. |
| <b><u>ENQUIRIES</u></b>     | : | Ms S Zaula Tel No: (047) 501 5600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b>  | : | No 18 Corner of Madeira & Elliot Streets, Old Manpower Building, Mthatha, 5100 Labour Centre Operations Private Bag X5080, Umtata, 5100 Email: <a href="mailto:Jobs-EC6@labour.gov.za">Jobs-EC6@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/81</u></b>    | : | <b><u>CHIEF PROVISIONING ADMIN CLERK REF NO: HR4/4/6/11</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>        | : | R325 101 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>        | : | Provincial Office, Limpopo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year's relevant tertiary qualification at NQF6 in Supply Chain Management/ Finance/ Public/ Business Administration. One (1) year functional experience in Supply Chain or Finance & Provisioning Services. Knowledge: Public Finance Management Act (PFMA). Skills: Supervision, Negotiating, Client orientation and customer focus, Facilitation, Computer Literacy, Presentation, Analytical, Communication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>        | : | Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and closed tender processes in compliance with SCM policies and Treasury. Procure goods and services in line with relevant prescripts in the province. Provide Inventory Management Support to ensure effectiveness and efficient in the province. Manage all resources of the Directorate. (Daily)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Ml Makgobola Tel No: (015) 290 1723                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Polokwane.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/82</u></b>    | : | <b><u>INSPECTORS REF NO: HR4/4/6/10 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>        | : | R325 101 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>        | : | Labour Centre: Thohoyandou                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) years relevant tertiary qualification at NQF6 in Labour Relations/BCOM Law/LLB. One (1) year experience in Inspection and Enforcement Services. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                             |   | skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, innovative, Analytical, Communication Skills (Verbal and Written).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>        | : | Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>     | : | Ms. TE Maluleke Tel No: (015) 290 1768                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-THD@labour.gov.za">Job-THD@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Polokwane.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 19/83</u></b>    | : | <b><u>MEDIA PRODUCTION OFFICER REF NO: HR 4/25/06/08HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>        | : | R325 101 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>        | : | Head Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Media Production/ Graphic design/ Marketing/ Digital Marketing/ Communication Science/ Web development. One (1) year functional experience in media production, social media management or digital content creation. Knowledge: Knowledge of programmes and legislation of the Department of Employment and Labour, Protocols and guidelines for the Electronic media (Social media and website), Video shooting and editing, Website and Social media management, Social Media platforms and tools, Live streaming technologies and platforms. Skills: Proficiency in video editing software (e.g. Adobe Premiere Pro, Final Cut Pro etc.), Excellent photography and photo editing skills, Graphic design skills (e.g. Adobe Photoshop, Illustrator etc.), Written and verbal communication, Ability to manage multiple projects and meet deadlines, Client Service, Communication, Administrative, Interpersonal, Planning and organising, Negotiation. |
| <b><u>DUTIES</u></b>        | : | Administer the Department's Electronic Media (Website, Intranet, Social Media and Exchange Postmaster. Implement and monitor standards, norms and protocols for the Electronic Media. Generate content for social media accounts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>     | : | Mr L Ramutloa Tel No: (012) 309 4678                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ3@labour.gov.za">Jobs-HQ3@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 19/84</u></b>    | : | <b><u>INFORMATION SECURITY OFFICER REF NO: HR 4/25/06/07HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>        | : | R325 101 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>        | : | Head Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Security Management/ Security Risk Management. PSIRA – Grade B. One (1) year functional clerical/ administrative experience in Security Management/ Information Services. Knowledge: Minimum Information Security (MISS) policy document, Information Security, Financial Management, Departmental policies and procedures, Private Security Industry Regulatory Authority, OHS Act, Criminal Procedure Act, Public Finance Management Act. Skills: Listening and observation, Communication skills, Problem Solving, Diversity facilitation Skills, Computer Literacy, Verbal and Written Communication.                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>        | : | Administer Pre-employment screening requests. Capture Z204 forms on the SVIS system. Implement document security measures. Administer Declaration of Secrecy forms. Receipt results from SSA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>     | : | Mr. I Seapose Tel No: (012) 309 4718                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ1@labour.gov.za">Jobs-HQ1@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b><u>POST 19/85</u></b>    | : | <b><u>EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/1/165 (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>        | : | R325 101 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>        | : | Provincial Office: East London                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year tertiary qualification at NQF6 in Financial Accounting / BCOM Accounting/ Accounting/ LLB/BCOM LAW/BCOM in Commerce/ Auditing. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Public Service Act and Regulations, OHS Act and Regulations, COIDA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act, Batho Pele Principles Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>        | : | Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and there are amendments. Supervise resources within the Unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>     | : | Ms A Mayedwa Tel No: (043) 701 3289                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London. Email: <a href="mailto:Jobs-EC10@labour.gov.za">Jobs-EC10@labour.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>FOR ATTENTION</u></b> | : | Chief Director: Provincial Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 19/86</u></b>    | : | <b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X7 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>        | : | R269 499 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>        | : | Labour Centre: Butterworth Ref No: HR 4/4/1/140 (X1 Post)<br>Labour Centre: Komani Ref No: 4/4/1/141 (X1 Post)<br>Labour Centre: Polokwane Ref No: HR4/4/6/12 (X2 Posts)<br>Labour Centre: Mokopane Ref No: HR4/4/6/13 (X2 Posts)<br>Labour Centre: Maletswai Ref No. HR4/4/10/15 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) years' qualification at NQF6 in Labour Relations/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (own work), Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills.                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>        | : | Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans. reports and compilation of statistics on allocated cases.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>     | : | Ms N Getyeza Tel No: (047) 491 0656 (Butterworth)<br>Mr S Thambo Tel No: (045) 807 5477<br>Ms TE Maluleke Tel No: (015) 290 1768<br>Mr R Mbali Tel No: (051) 633 2633 (Komani)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b>  | : | <b>Butterworth:</b> Deputy Director: Labour Centre Operations, Private Bag X3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: <a href="mailto:Jobs-EC9@labour.gov.za">Jobs-EC9@labour.gov.za</a><br><b>Komani:</b> Deputy Director: Labour Centre Operations, PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: <a href="mailto:Jobs-EC2@labour.gov.za">Jobs-EC2@labour.gov.za</a> For Attention: Deputy Director Labour Centre Operations<br><b>Polokwane:</b> Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:Job-PLK@labour.gov.za">Job-PLK@labour.gov.za</a> for Polokwane and <a href="mailto:Job-MKP@labour.gov.za">Job-MKP@labour.gov.za</a> for Mokopane. For Attention: Sub-directorate: Human Resources Management, Polokwane. |

**Maletswai:** Deputy Director: Labour Centre Operations, P.O. Box 148, Maletswai 9756, Hand deliver at No.80b Somerset Street Maletswai,9756. Email:Jobs-EC6@labour.gov.za

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| <b><u>POST 19/87</u></b>    | : | <b><u>CLIENT SERVICES OFFICER: COIDA REF NO: HR4/4/10/14</u></b>                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>        | : | R269 499 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>        | : | Labour Centre: Gqeberha                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b>  | : | Matriculation/ Grade 12/ Senior Certificate. Knowledge: Public Service Act. Public Service Regulations. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Services (Batho Pele Principles). Skills: Computer Literacy, Business writing skills, Listening skills, Telephone etiquette and Basic Interpersonal skills.                         |
| <b><u>DUTIES</u></b>        | : | Receive and verify documents for registration. Register claims on the Operational System. Assist employer services at the kiosk, online system and service centre. Handle all services related queries complaints.                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>     | : | Mr M Ngqolowa Tel No: (041) 506 5116                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b>  | : | Deputy Director: Labour Centre Operations, Private Bag X6045, Gqeberha 6000, Hand deliver at VSN Centre 116 – 134 Goven Mbeki Avenue Gqeberha,6000 Email: <a href="mailto:Jobs-EC6@labour.gov.za">Jobs-EC6@labour.gov.za</a>                                                                                                                                                                                                                                        |
| <b><u>POST 19/88</u></b>    | : | <b><u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>        | : | R228 321 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>        | : | Labour Centre: Tzaneen Ref No: HR4/4/6/14 (X1 Post)<br>Labour Centre: Lephalale Ref No: HR4/4/6/15 (X1 Post)                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b>  | : | Matriculation/Grade 12/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and Written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and organizing.                                                                                                                                                                                |
| <b><u>DUTIES</u></b>        | : | To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management Service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the Records Management in a Labour Centre.                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Ml Makgobola Tel No: (015) 290 1723                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-TZN@labour.gov.za">Job-TZN@labour.gov.za</a> for Tzaneen and Job-LEPH@labour.gov.za for Lephalale.                                                                                                                                                                                                               |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Polokwane.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 19/89</u></b>    | : | <b><u>SECURITY OFFICER REF NO: HR 4/25/06/08HO</u></b>                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>        | : | R193 359 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>        | : | Head Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b>  | : | Matriculation/ Grade 12/ Senior Certificate (NQF4) plus Grade C Security Certificate, registered with SIRA. No experience required. Knowledge: Batho Pele Principles, DeL's Policies and Procedures, Access to Public premises and vehicles Act, Evacuation procedures, Promotion of Access to information Act, OHS Act. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict management, Computer Literacy. |
| <b><u>DUTIES</u></b>        | : | Monitor all activities at access control point. Monitor control room to detect unlawful movement in and around the building. Render front line services to internal and external clients. Patrol in the building to ensure safety measures. Control all deliveries at Laboria House.                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>     | : | Mr. F Tshikovihi Tel No: (012) 309 4066                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ20@labour.gov.za">Jobs-HQ20@labour.gov.za</a>                                                                                                                                                                                                                                                               |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Head Office                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b><u>POST 19/90</u></b>    | : | <b><u>DRIVER REF NO: HR 4/4/1/154</u></b>                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>        | : | R193 359 per annum                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>        | : | Provincial Office: East London, Eastern Cape                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 10. Valid Driver's license. Knowledge: Departmental policies and procedures, Public service Regulation Act, Public service Act, all legislations relevant to the Post, Working knowledge of Ministry operations. Skills: Interpersonal, Communication (verbal and written), Computer literacy, Driving, Time management and conflict resolution.                                                      |
| <b><u>DUTIES</u></b>        | : | Collect and deliver documents, Correspondences from different places e.g. Post Office, other Departmental Offices. Transport employees in the office of the Minister and guests and special advisors of the Minister to and from different area. Render a general support function into the office of the Minister. Maintain knowledge on the policies and procedures that applies in the work environment. |
| <b><u>ENQUIRIES</u></b>     | : | Mr. MM Nohesi Tel No: (043) 701 3029                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London.                                                                                                                                                                                                                                                                                  |
| <b><u>FOR ATTENTION</u></b> | : | Chief Director: Provincial Operations Email: <a href="mailto:Jobs-EC10@labour.gov.za">Jobs-EC10@labour.gov.za</a>                                                                                                                                                                                                                                                                                           |

## GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b><u>APPLICATIONS</u></b> | : | Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. 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> | : | 23 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: 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

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| <b><u>POST 19/91</u></b>   | : | <b><u>TEAM ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP) REF NO: G05/2025</u></b><br>Term: Date of assumption of duty till 30 June 2026 Fixed-Term Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R325 101 – R382 959 per annum (Level 07), plus 37% in lieu of benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma/ Advanced Certificate (NQF Level 6) in administration, office management, project management or business administration, or any other related field. A minimum of 3-5 years relevant administrative and/or secretarial experience, experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook, strong computer literacy and administration skills, experience in English business writing skills and minute taking, experience in management of logistics relating to meetings, project management skills will be an added advantage. Experience in the public sector will also be an added advantage. Competencies Required: Client Service Orientation: Client service orientation implies helping or serving others, to meet their needs. Concern Quality and Order: Desire to see things done logically, clearly and well. Effective Communication: Ability to transmit and receive information clearly and communicate to others by considering their points of view in order to respond appropriately. 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. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation, display high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others. Resources Planning: Organises work, sets priorities and determines resources requirements, determine short- or long-term goals and strategies to achieve them, coordinates with other organisations or parts of the organisation to accomplish goals. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals. Groups |



and cultures. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Information Management: The ability gathers, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject.

## **DUTIES**

: Diary and meetings administration; Administer appointments and meetings schedules including setting up and confirming meetings, updating diaries of Directors, notifying relevant staff members of daily meetings schedule. Administer meeting arrangements including confirming meeting arrangements, such as meeting rooms, parking, presentation aids, and catering and refreshments where required. Preparing, distributing and processing meeting invitations, directions and agendas, assisting with the compiling and distribution of meeting packs, arranging security and transport for delegates from other government and international institutions. Administer meeting minutes including taking, typing up and distributing minutes, following up on decisions arising from meetings, filling and archiving meeting minutes, notes, agenda, and documents. Documents and reports assistance and administration: Administer all electronic and hard copy documents such as correspondence, memo's, agreements and reports including acknowledging receipt of incoming document, notifying priority, and tracking required response and/or handling, following up on deadlines for documents for submission. Assisting with the preparation and finalization of documents including, taking and/or transcribing dictation and notes and/or sourcing, obtaining and/or downloading documents as requested (from internet and/or other sources), laying out and typing documents and compiling presentations, proofreading and quality control of documents, effecting necessary changes as requested and finalizing documents, noting the distribution, confidentiality and indexing requirements. Produce and distribute documents including, and as required, printing/ copying, packaging and faxing/ delivering/ couriering / posting of hard copies, creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including indexing, filling, and archiving of documents, conducting electronic data clean ups and backups, handling, document with utmost discretion. Client, staff and project teams support: Receive and assist external and internal visitors and staff, assist with the resolution of client and staff queries, work with and/or as part of the technical project teams when needed to provide administrative and secretarial support, assist Director and/or project manager(s) with the coordination and administration of tasks of relevant projects. Telephonic Communication Administration: Facilitate and administer telephonic communication including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls. Develop and maintain the MFIP contacts directory. Coordinate telephone accounts for Directors and submit to the relevant parties on a monthly basis. Office Administration: Organise and maintain own and common business unit areas, process, order and monitor office resource and stationery requests and needs receipt and distribution and monitor, report and ensure equipment and furniture maintenance, cleaning repairs. Travel arrangements and claims administration: Administer local (and international travel arrangements) including booking and ensuring receipt of flight, transport and/or car hire, and accommodation documents and/or reference numbers. Assist with the preparation of travel packs including the itinerary (contact details, venue directions and transport), travel documents (ticket) and travel support (accommodation details, meeting schedule, travel schedule). Follow up on and organize the preparation and submission of travel reports and reconcile and organize the requisitioning and reimbursement of subsistence and travel claims.

## **ENQUIRIES**

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

## DEPARTMENT OF HEALTH

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

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b><u>APPLICATIONS</u></b>  | : | The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to <a href="mailto:recruitment@health.gov.za">recruitment@health.gov.za</a> quoting the reference number on the subject e-mail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>FOR ATTENTION</u></b> | : | Ms M Shitiba                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CLOSING DATE</u></b>  | : | 23 June 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>          | : | All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. |

## OTHER POST

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 19/92</u></b>          | : | <b><u>DEPUTY DIRECTOR: HEALTH INTERNATIONAL STRATEGIC PROGRAMME (HISP) REF NO: NDOH 45/2025</u></b><br>Chief-Directorate: Human Resources for Health                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>              | : | R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>A Grade 12 certificate and NQF 7 qualification in Health Science / Social Sciences. A postgraduate NQF 8 in the same fields will be an advantage. At least three (3) years' experience at an Assistant Director or equivalent level. Knowledge of the Public Service Legislation, planning and policy development processes and understanding of the health system. Good communication (verbal and written), analytical, project and research management, presentation, stakeholder management, strategic, planning, data and |

**DUTIES**

- information analysis, as well as computer skills. Ability to work independently and as part of a team. A valid driver's license.
- :
- Coordinate Human Resources for Health Interventions on International Health programmes including the implementation of the SADC HRH Strategy and National Action Plan for Health Security (NAPHS) for compliance with International Health Regulations, development, monitoring and evaluation of implementation of the HRH (Human Resource for Health) strategy at all levels of the health system. Coordinate and support health workforce planning across provinces. Coordinate and facilitate planning of the HRH for the health system. Coordinate and facilitate the development of systemic human resources for health policies.

**ENQUIRIES**

- :
- Ms. G Buthelezi Tel No: (012) 395 8707

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(EKURHULENI EAST TVET COLLEGE)**

- APPLICATIONS** : Received After the Closing Date Will Not Be Considered. Please Forward Your Application, Quoting the Reference Number To: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560 Or Email to: [INFO@EEC.EDU.ZA](mailto:INFO@EEC.EDU.ZA)
- CLOSING DATE** : 25 June 2025 at 16H00.
- NOTE** : Applications must be submitted on z83 form obtainable from any public service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a recently updated comprehensive cv (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

**OTHER POSTS**

- POST 19/93** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: EEC-TLAB-01/2025**  
Branch: Technical And Vocational Education and Training  
(1 Year Fixed Term Contract)  
These posts are based in Ekurhuleni East TVET College
- SALARY** : R468 459 per annum (Level 09), (all-inclusive remuneration package)
- CENTRE** : TVET Colleges
- REQUIREMENTS** : An appropriate Grade 12 / Matric Certificate / Level 4 Certificate. National Diploma / Degree in Human Resource Management with Labour Relations or related field, 3-5 years working experience in the field being applied for. 1-2 years supervisory experience. A Valid Driver's Licence. Knowledge of practice notes, national and provincial policy frameworks relevant to Labour Relations and other Human Resource Management issues. Knowledge of the Labour Relations Act, Employment Equity Act, Public Service Regulations, Public Service Act, Skills Development Act, Basic Conditions of Employment Act, Collective Agreements (Resolutions) at GPSSBC, ELRC and the PSCBC including any other related legislation Planning and Organising .Problem solving ,Research skills, Analytical skills, Computer skills, Report writing skills, Inter –personal relations, Verbal and written communication, Presentation and Facilitation Skills, Leadership skills, Professional ,Client service focus, Integrity, ,Committed and Proactive.
- DUTIES** : Facilitate the implementation of labour relations related to the conditions of Service; Ensure that all Employment Related legislation; policies; Collective Agreements are implemented and adhered to by both management and staff. Workshop all labour relations related legislations; policies and Collective Agreements for managers and all staff to create clear understanding. Provide

advice relating to labour relations matters. Investigate discipline, grievance cases and disputes within the College; Conduct investigation on discipline and grievances cases. Compile discipline and grievance reports. Record and administer disciplinary and grievance cases on the relevant recording system/database. Participate in Disciplinary Hearing sittings and provide case management services. Co-ordinate the disciplinary processes for both Support and Lecturing Personnel. Render necessary and relevant advice on taking labour relation decision within time frames as per relevant legislations. Provide statistical information on discipline and grievances cases. Facilitate the implementation of the Code of Conduct in the College. Workshop Code of Conduct to all staff. Provide statistical information relating to Code of conduct and update database. Advise management and staff on labour relations issues; Counsels and/or directs supervisory and management responses on potential problems/ issues to effect fair and reasonable resolution before such issues become grievances and/or disputes. Facilitate for the necessary and relevant interventions in times of conflict and crisis. Provides advice and guidance to managers and supervisors on the avoidance of conflict, tension and unnecessary industrial action. Administration of strikes and other forms of industrial Action; Administer the management of strikes and any other form of industrial action. Facilitate a conducive environment between employer and employee /employee representatives. Take minutes during meetings with employer and employee /employee representatives. Comply with DHET and College policies and procedures.

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|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>ENQUIRIES</u></b>    | : | Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600 / <a href="mailto:info@eec.edu.za">info@eec.edu.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 19/94</u></b>   | : | <b><u>ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTEGRITY</u></b><br><b><u>MANAGEMENT REF NO: EEC-RIST-01/2025</u></b><br>Branch: Technical and Vocational Education and Training<br>(1 Year Fixed Term Contract)<br>These posts are based in Ekurhuleni East TVET College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09), (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | TVET Colleges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Grade 12 / Matric / Level 4 Certificate. National Diploma/Degree in Risk Management / Internal Audit. 3-5 years' experience in Risk Management or Internal Audit or related field. Computer literacy. A valid driver's licence. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy: Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide Risk Management services: Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly basis. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services: Develop and maintain internal anti-corruption system. Fraud/Corruption risk assessments. Promotes ethics and integrity management. Ensure implementation of ethics and integrity Management. Coordinate ethics |

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|                                          |   | workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest on the disclosure. Ensure no employees conduct business with the organ of state. Conduct investigations on allegations of corruption. Provide reports in relation to trainings, workshops and awareness campaigns. Management of all Human, Financial and other resources of the unit. Comply with DHET and College policies and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600 / <a href="mailto:info@eec.edu.za">info@eec.edu.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>                       | : | All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 19/95</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EEC-TSCM-01/2025</u></b><br>Branch: Technical And Vocational Education and Training<br>(1 Year Fixed Term Contract)<br>These posts are based in Ekurhuleni East TVET College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R468 459 per annum (Level 09), (all-inclusive remuneration package)<br>TVET Colleges<br>An appropriate Grade 12 / Matric Certificate/ Level 4 Certificate. Bachelor's Degree (NQF 7) Qualification in Finance, Logistics, Supply Chain or Procurement. 3-5 years' experience in Supply Chain Management and public sector procurement; Proven experience in managing Supply Chain Management staff, Operational, financial management, Governance, ethics and values in financial management and performance reporting. 2 - 3 years supervisory experience. A Valid Driver's Licence. Knowledge of Public Finance Management Act (PFMA), National Treasury's supply chain management guidelines, Treasury Regulation, Instructions Notes and Supply Chain Management Practice Notes, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (B-BBEE) Act, Understanding and knowledge of the Supply Chain Management cycle which includes demand, acquisition, logistics, disposal and supplier relationship management, Computer Literacy. Communication skills, Problem-solving skills, Customer service orientated, Interpersonal skills, Integrity, Accountability, Monitoring and reporting, Confidentiality, fairness, respect, honesty and proactiveness.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>                     | : | Procurement of goods and services; Provide revision on summary of quotation, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements; Ensure sourcing of quotations from accredited suppliers through College Database; Ensure arrangement and co-ordination of briefing sessions where necessary; Conduct supplier evaluation; Implement procurement policies and procedures in line with relevant prescripts and legislations. Facilitate generation of purchase orders, submission for approval and submission of an approved purchase order to the relevant parties; Facilitate the receipt of goods through MIS and submission to the finance department. Tender Process Administration; Facilitate the recording of goods requisition from the initiator on the requisition register; Ensure submission of the specification to the Bid Specification Committee and submission to finance department for budget purposes; Verify the tender advert before submission to the media; Facilitate arrangement and co-ordination of tender briefing sessions and preparation of attendance register; Verify proof of payment from suppliers before issuing a tender document; Ensure preparation of a tender document upon receipt from tender bid specification committee. Administration of Evaluation Process and Adjudication Process; Facilitate the reconciliation submission register with the tender documents received; Facilitate preparation of logistics including a registers and stationery for the Evaluation and Adjudication Committees; Ensure that the tender files are updated regularly and serve as an observer in the Evaluation and Adjudication Committee; Facilitate preparation and submission of appointment letters for review. College Database Administration; Verify a prepared submission that request approval |

for inviting suppliers; Verify the prepare advert before submission to the media; Ensure the verification of supplier's documents for compliance; Submit all recorded supplier documents for recommendation; Facilitate regular updates of database for approved suppliers; Provision of administrative support to the department and comply with College policies and procedures; Comply with relevant college policies and procedures; Provides reports relating to procurement; Submit performance assessments within prescribed due dates; Ensure keeping of records relating to procurement; Plan for the training and development of staff in line with PDP's; Conduct regular SCM Department staff meetings. Participate in the financial year-end preparation process. Management of all Human, Financial and other resources of the unit, Comply with DHET and College policies and procedures.

**ENQUIRIES**

: Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600 / info@eec.edu.za

**NOTE**

: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.*

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b><u>CLOSING DATE</u></b> | : | 23 June 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. |

## MANAGEMENT ECHELON

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b><u>POST 19/96</u></b>   | : | <b><u>DIRECTOR: FINANCE (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Provincial Office – Free State Ref No: 25/07/FS<br>Limpopo Provincial Office – Polokwane Ref No: 03/25/LMP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification as recognized by SAQA in Financial Management/ Financial Accounting/ Internal Audit; Nyukela Certificate (Certificate of entry into Senior Management Service from the (NSG) National School of Government); 5 years' experience at middle/senior managerial level in financial management environment; Knowledge of budget management and financial management principles; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services; Manage and provide supply chain services; Manage and provide Third Party Funds (TPF) services, Manage human, finance and other resources                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Free State: Ms N Dywili at (073) 775 0709                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



**APPLICATIONS** : Limpopo: Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037  
**Free State:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300, hand deliver it at 108 St Andrews Street (co St Andrew and West Burger Street), Bloemfontein 9300.  
**Limpopo:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699

#### **OTHER POSTS**

**POST 19/97** : **SENIOR LEGAL ADMINISTRATION OFFICER: SEXUAL OFFENCES MATTERS (MR-6) REF NO: 25/65/CA**

**SALARY** : R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Pretoria  
 : An LLB Degree; At least 8 years appropriate post qualification legal experience; Knowledge of South African Legal System, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act; Knowledge and experience in office administration. Skills and Competencies: Legal research and drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Team leadership.

**DUTIES** : Key Performance Areas: Manage the implementation of internal, regional and domestic legal frameworks on the management of sexual offences matters; Facilitate stakeholder management for a cohesive and coordinated implementation of interventions against sexual offences; Manage the development and implementation of initiatives and programmes on sexual offences; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Mr S Kgafela Tel No: (012) 315 1042  
 : 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.

**POST 19/98** : **SENIOR LEGAL ADMINISTRATION OFFICER: VICTIM SUPPORT SERVICES (MR6) REF NO: 25/66/CA**

**SALARY** : R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Pretoria  
 : An LLB Degree; At least 8 years appropriate post qualification legal experience; Knowledge of the international and regional protocols on victim-support services; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution and the relevant Domestic Legal Framework on victim-support services, particularly the Service Charter for Victims of Crime and the Presidential Summit Declaration against Gender-based Violence and Femicide of 2019; Knowledge and experience in office administration and management. Skills and Competencies: Legal research; Project management; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness;

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|                            |   | Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Problem resolving and decision making; Planning and organising; Team leadership.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Manage the implementation of internal, regional and Domestic Legal Frameworks on victim support services; Establish a victim-centric justice system for all victims of crime; Manage stakeholder engagements towards the establishment of a cohesive and coordinated victim-centric justice system; Manage human, finance and other resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Kgafela Tel No: (012) 315 1042                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | 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 19/99</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCE REF NO: 25/VA09/NW</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <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>       | : | Provincial Office NW- Mafikeng                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Accounting / Finance / Supply Chain Management as recognised by SAQA; A minimum of 3 years relevant experience in financial/assets environment of which 2 years should be at supervisory level; Knowledge and proper understanding of the Supply Chain Management framework; Knowledge of Supply Chain Management acquisition practices; National Treasury Regulations; Policy application and interpretation. Skills and competencies: Communication skills (verbal and writing); Budgeting and financial management; Customer service orientation; Problem analysis; Research and analytical skills; Strong leadership with strategic capabilities; Monitoring and Evaluation and report writing; Accuracy and attention to detail; Presentation and facilitation skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.). |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Coordinate, monitor and facilitate the collection and recording of revenue in line with relevant prescripts and procedures. Inventory Management and Payment of suppliers; Coordinate debt management, development and implementation of revenue monitoring and reporting corrective measures; Coordinate and facilitate expenditure management; Coordinate and facilitate financial expenditure reporting against budget; Provide effective people management.                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PM Seletedi Tel No: (018) 397 7088/ 7106                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Interested applicants must submit their application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**DEPARTMENT OF MILITARY VETERANS**

*The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (Race, Gender and Disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. Email Address: E-mailed applications will be accepted: [Hra@dmv.gov.za](mailto:Hra@dmv.gov.za)
- FOR ATTENTION** : Acting Director: Human Resource Management
- CLOSING DATE** : 23 June 2025 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable references (telephone numbers and email addresses must be indicated). Note: Applicants are not submitting copies/attachments/proof/ certificates/ ID/ Driver licenses/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Only shortlisted Non-RSA Citizens/Permanent Resident Permit Holders will submit a copy or proof of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. For all Senior Management Services (SMS) course, endorsed by the National School of Government (NSG), is a requirement for SMS appointment posts. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and possible technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance reserves the right not to make appointment(s) to the advertised post(s). Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Applicants who previously applied are encouraged to re-apply.

**MANAGEMENT ECHELON**

- POST 19/100** : **DIRECTOR-GENERAL: MILITARY VETERANS REF NO: DMV01/05/2025**  
Five (5) year Fixed Term Contract  
Re-advertisement
- SALARY** : R2 259 984 – R2 545 854 per annum (Level 16), (an all-inclusive remuneration package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior Certificate, appropriate postgraduate qualification in Public Administration, Public Management or Social Services or relevant post

graduate qualifications (NQF level 8) as recognised by SAQA. 10 years of relevant experience at a senior management level. The candidate must have executive management experience and experience in monitoring and evaluation of government policies as well as a thorough understanding of government policy and administrative processes. Knowledge in Strategic Leadership, Prescripts, policies and business ethics as well as Government wide policies. Ability to interpret and apply policies and legislations. Knowledge of the Constitution, Public Service Act, 1994, Public Finance Management Act, 1999, and the National Development Plan, Deep knowledge of relevant Government legislation, policies, and priorities, Ability to interpret and apply policies and legislations. People Management and Empowerment. Financial management, Project and Programme Management and Change management. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate. Skills in Report writing, Research, Presentation, Analytical at macro as well as micro level, Motivational, Decision making, Facilitation, Project Management and Strategic planning and management, and strategic thinking.

## **DUTIES**

: Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of ,and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Monitor that the DMV adheres to the provisions of the government's regulatory prescripts, Manage implementation of departmental memorandum of understanding (MoU's) and service level agreements (SLA's) , Ensure that the DPSA has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfill all other responsibilities as delegated by legislative prescripts and the Executive Authority. Provide strategic direction and guidance on the provision of Military Veterans socio economic support services; research and policy services; beneficiary support services; provision and coordination of housing, pension, compensation and healthcare, wellness support services benefits for Military Veterans. Guide and direct efficient and effective delivery of Military Veterans empowerment and stakeholder management programmes as well as oversee the implementation of Military Veteran's Skills development and empowerment programmes. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department's mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the Minister Defence and Military Veterans for in line with the mandate of the Minister. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, implementation of government policies and legislative compliance. Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts for financial management, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of a harmonious labour relations. Drive the Organisational Development, equity and transformation programmes, Provide technical and administrative support to the Ministry: Provide administration support services to the Ministry, Provide the Minister with sufficient and necessary information to enable him/her to execute his/her responsibilities and to make informed decisions, Serve as the point of interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and Coordinate inter and intra-government relations: Participate and represent the department in various for a, Work collaboratively with entities within the

**ENQUIRIES**

:

Portfolio of the Ministry for Public Service and Administration (MPSA), other organs of state and all stakeholders, Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions, Participate in the relevant Government Clusters and other relevant fora such as the committee for Directors-General (FOSAD) and any other structure as Directed by the Minister. Manage the performance of staff reporting directly to the Director General: Conclude performance agreements with Programme Managers (Branch Heads) and other staff reporting directly to the Director-General, Manage the Personal Development of staff and assess performance in line with the Performance Management and Development System.  
Mr P.J Sengwane Tel No: (012) 765 9358

**DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES**

*The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of these posts. 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.*

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| <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 number, 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 Tel No: (012) 444- 3319.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CLOSING DATE</u></b> | : | 23 June 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>         | : | 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. |

**MANAGEMENT ECHELON**

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| <b><u>POST 19/101</u></b>  | : | <b><u>ECONOMIC ADVISORY SPECIALIST REF NO: 027</u></b>                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R1 436 022 per annum (Level 14), (all-inclusive package)                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Master's Degree in Economics or Minerals Economics or Petroleum Economics (NQF 9), Plus a minimum of 10 years' experience within the Economic environment of which 5 years is Senior Managerial level: Knowledge of: Macro and micro economic analysis. Understanding of Minerals and Petroleum Resources policies and legislation. Understanding of principles of |

research methodology and policy analysis. Government processes. Development and Implementation of policy. Financial Management. Project Management. Research. Strategic planning. Government policies. Skills: Communication (Verbal, written, liaison). Influencing skills. Problem solving and analysis. Negotiation skills. Management & Organisation skills. Advanced Analytical skills. Good interpersonal relation at all levels. Conflict management skills. Numerical. Organising and Coordinating. Creativity and innovation. Facilitation and implementation. Proven management skills. Financial Management. Negotiation and consultation skills. Strategic capability and leadership, Thinking demands: Creative/Innovative thinker. Ability to analyse financial information and Logical. 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, technical and integrity 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.

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| <b><u>DUTIES</u></b>       | : | Provide leadership, undertake research and analysis in the minerals and petroleum economic sector and produce reports thereof. Advice and assist management with strategic issues on all economic related matters. Mentor DMPR officials in all matters related to the economic sector (transfer of skills to identified internal people). Ensure the preservation of specialist technical knowledge and information for business continuity. |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Ngcwabe Tel No: (012) 444 3004                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Email to Recruitment13@dmre.gov.za                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | Indian /Coloured females or males and persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                        |

#### **OTHER POSTS**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b><u>POST 19/102</u></b>  | : | <b><u>DEPUTY DIRECTOR: MINE ECONOMIC REF NO: 028</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum (Level 12), (all- inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Eastern Cape, Port Elizabeth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's Degree/ BTech / Advanced Diploma in Mining Engineering/ Mine Survey/ Geology/ Accounting/ Economics/ Auditing with Mine Economics or Mine valuation as subject (NQF7) and a minimum of 3 years' experience at a junior management level in mine economics and Valid Driver's Licence. Knowledge of: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In depth mining technical knowledge. In depth economic knowledge. Management principles. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and processing plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand co-ordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Communication between government departments, business organisations and institutions at an executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Thinking Demand: Recognising viable business opportunities. Evaluation of viability of mining operations. Applying various resource valuation methods. Awareness of the State's goals and objective compared to the business objectives. Valuation of mineral resources and mining projects. Management skills. Budget control. Understanding flow and accounting systems and internal economies of mines. 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>       | : | Develop and review policies, frameworks and regulations related to mine economics. Manage the adjudication of mineral project applications for prospecting, mining permit and mining rights in terms of MPRDA to ensure sustainability of mining operations. Oversee/ Conduct compliance inspections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                            |   | on all prospecting and mining operations where rights are granted. Conduct mine and asset valuations for tax purposes. Organise and conduct workshops on mine economics for stakeholders in the mining industry and local communities, in coordination with the Regional Office. Manage inquiries concerning prospecting and mining work programme applications. Provide managerial activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr. BT Ngebulana Tel No: (041) 403 6616                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Email to Recruitment14@dmre.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | African males and persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 19/103</u></b>  | : | <b><u>INSPECTOR: MINE EQUIPMENT REF NO: 029</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Gauteng Region, Braamfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | 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. Dyanmic 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 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 inputs on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard, and application of exemptions, permission and approvals.                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Madubane Tel No: (011) 358 9700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | Email to Recruitment15@dmre.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | Indian /Coloured females and persons with disability are encouraged to apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/104</u></b>  | : | <b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 030</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Property Management/ Building Science/ Built Environment/ Construction Management/ Real Estate / Safety Management/ Occupational Health and Safety/ Facilities Management/ Public Management/Public Administration (NQF 6) Plus 3 years' practical experience in facilities/ property management and/or auxiliary support services environment and Valid Driver's Licence. Knowledge of: Knowledge and application of GIAMA, National Building Regulations and Building Standards Act. Knowledge, understanding and application of OHSA and COIDA legislative framework. Knowledge, understanding and application of facilities management practices, processes and procedures. Knowledge and application of Public Service Act, BCEA, PFMA, Treasury Regulations and Public Service Regulations. 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.                                                                                                                                                                                                                       |



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| <b><u>DUTIES</u></b>       | : | Develop, implement and review facilities management policies, procedures, plans, strategies and guidelines. Procure and manage building infrastructure. Facilitate building maintenance services. Coordinate allocation of office space and resources. Coordinate support services.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Ms. M Makhoana at (076) 014 6716                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Email to Recruitment16@dmre.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | Indian /Coloured/ White females or males and persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/105</u></b>  | : | <b><u>ADMINISTRATION CLERK (SAMODD) REF NO: 031</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Free State Region, Welkom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF 4) with no experience. Knowledge of: Administrative processes and policies. Public service policies. Skills: Compute Literacy. Numeracy. Interpersonal. Communication skills. Thinking Demand: Logical. Creativity/Innovative thinker. Objective. Accurate. 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>       | : | Capture/ Update database for SAMODD. Maintain SAMODD database. Capture and keep record of mine labour statistics/return. Handle general enquires and provide advice. Assist with general clerical support.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Mr P Nyaqcela at 082 459 2783                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | Email to Recruitment17@dmre.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | Indian /Coloured females or males are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 19/106</u></b>  | : | <b><u>ADMINISTRATION CLERK REF NO: 032</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Limpopo Region, Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF 4) with no experience and Valid driver's licence. Knowledge of: Policies and procedure. Acts and Regulations. Skills: Organisation. Communication at all levels. Computer Literacy. Minute taking. Planning. Numerical. Telephone. Dealing with different people e.g. religion, background, culture etc. Thinking Demand: Able to make sound decision in situations where needed. Able to use own initiative. Be able to work unsupervised. Be able to convey information to from mines correctly. 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>       | : | Provide administration support. Handle the request for procurement of goods and services e.g. equipment. Receive, record and label new office equipment, maintain asset register and do stock taking. Administer GG and subsidised vehicles for the regional office support. Render logistical support to the regional office.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Mr L Mulaudzi Tel No: (015) 287 4742                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Email to Recruitment18@dmre.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | Males and persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 19/107</u></b>  | : | <b><u>ADMINISTRATION CLERK REF NO: 033</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Western Cape, Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF 4) with no experience and valid driver's licence, Knowledge of: Policies and procedure. Acts and Regulations. Skills: Organisation. Communication at all levels. Computer Literacy. Minute taking. Planning. Numerical. Telephone. Dealing with different people e.g. religion, background, culture etc. Thinking Demand: Able to make sound decision in situations where needed. Able to use own initiative. Be able to work unsupervised. Be able to convey information to from mines correctly. 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. |

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| <b><u>DUTIES</u></b>       | : | Provide administration support. Handle the request for procurement of goods and services e.g. equipment. Receive, record and label new office equipment, maintain asset register and do stock taking. Administer GG and subsidised vehicles for the regional office support. Render logistical support to the regional office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P Swart Tel No: (021) 427 1057                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | Email to Recruitment19@dmre.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | African males and persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/108</u></b>  | : | <b><u>REGISTRY CLERK REF NO: 034</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Gauteng Region: Braamfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate (NQF level 4) with no experience and Valid driver licence. Knowledge of knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Communication skills, Computer Literacy, Managing the registry. Organising Skills. Thinking Demand: Problem solving. Decision making. Planning. Innovation. 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>       | : | Provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Linde Tel No: (011) 358 9719                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Email to Recruitment20@dmre.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | Indian /Coloured males and persons with disability are encouraged to apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

**National Office (Midrand)/ Constitutional Court: Braamfontein/ Judicial Support Services:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**Eastern Cape/ Port Elizabeth/ Bisho/ Umthatha/ East London/Makhanda:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

**Free State/ Supreme Court of Appeal: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

**Gauteng (Provincial Centre) /Land Claims Court (Randburg)/ Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court:** Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

**KwaZulu-Natal/ Durban/ Pietermaritzburg/Durban/Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Sontseu8 & Stalwart Simelane Streets, Durban, 4000.

**Mpumalanga/ Middelburg/ Nelspruit:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

**North West/ Mmabatho/ Mahikeng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.

**Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town 23 June 2025

**CLOSING DATE**  
**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40

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

#### **MANAGEMENT ECHELON**

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| <b><u>POST 19/109</u></b>         | : | <b><u>DIRECTOR: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2025/108/OCJ</u></b><br>Re-advertisement, those who previously applied are encouraged to re-apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>              | : | R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | National Office: Midrand<br>Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Strategic Management/Public Administration or equivalent qualification at NQF level 7 as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. Minimum of five (5) years' relevant experience at senior/middle management level in Strategy Management, Monitoring and Evaluation, Research and/ or Service Delivery Improvement. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. A valid driver's license. Technical Knowledge: Knowledge and understanding of the Public Finance Management Act. Government-wide Monitoring and Evaluation Framework. Treasury Regulations. Framework for Strategic Plans and Annual Performance Plans. Public Service Act and Regulations. Service Delivery Improvement prescripts. Batho Pele Principles. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct). All shortlisted candidates shall undertake pre-entry assessments. |

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| <b><u>DUTIES</u></b>       | : | Develop and publish the OCJ Strategic Plans and Annual Performance Plan. Coordinate the development of Operational Plans of the Units within OCJ. Facilitate the implementation of the Operations Management Framework within the OCJ. Coordinate, develop and monitor the OCJ Service Delivery Improvement Plan. Coordinate, develop facilitate and monitor the OCJ APPs and Ops Plans development processes. Coordinate, develop and monitor the OCJ Service Delivery Charter and Service Standards. Roll-out the Customer Service Improvement Programme in Superior Courts. Develop and implement a departmental strategic planning policy. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Technical related enquiries: Mr. Molefi Masilo Tel No: (010) 493 2500<br>HR related enquiries: Mr SW Mekoa Tel No: (010) 493 2500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | applications can be sent via email at 2025/108/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | Candidate who previously applied are welcomed to reapply for the post. OCJ will give preference to candidates in line with the departmental. Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/110</u></b>  | : | <b><u>DIRECTOR: INTERNAL AUDIT REF NO: 2025/109/OCJ</u></b><br>Re-advertisement, those who previously applied are encouraged to re-apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | National Office: Midrand                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Auditing / Internal Audit and Accounting/ or equivalent relevant qualification at NQF level 7 as recognized by SAQA. A minimum of five (5) years' experience at senior/middle management level in internal audit/audit. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Skills and Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations. Strategic Capability and Leadership Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Self –driven and ability to meet deadlines. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake pre-entry assessments. |
| <b><u>DUTIES</u></b>       | : | Draft and contribute in the development of the Internal Audit strategy, Performance Plans, Risk-based strategic plan, Audit policies and methodology. Manage the implementation of the Internal Audit Strategy, Policies and Methodology. Direct and manage the execution of risk-based audit projects including Financial, Performance, Governance, Compliance, IT and Forensic investigation services. Managing the internal audit processes, review audit engagement letters, working papers and reports while ensuring quality and compliance with regulations, policies and standards. Manage the follow up processes to ensure implementation of corrective actions to address audit findings. Provide support to the CAE and secretariat services to the Audit and Risk Committee. Ensure effective and efficient utilization of resources allocated to the Unit. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                            |   | legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                            |   | HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | applications can be sent via email at 2025/109/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | Candidate who previously applied are welcomed to reapply for the post OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <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> . For more information regarding the course please visit the NSG website: <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> . (Only when shortlisted)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 19/111</u></b>  | : | <b><u>DIRECTOR: COURT OPERATIONS REF NO: 2025/110/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                            |   | Re-advertisement, those who previously applied are encouraged to re-apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Cape Town, Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate and a three-year Bachelor's Degree in Management or Advanced Diploma in Management, Social Sciences, Public Administration, Public Management, or a relevant equivalent qualification at NQF level 7. As recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of 5 years' experience at middle/ senior management level, of which at least three years must have been in the field of Court management/ Administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Knowledge: Knowledge of prescripts and Frameworks of the Public Service, Knowledge of Basic Conditions of Employment Act 1997, Treasury Regulations, Service Delivery Innovation (SDI), Knowledge of relevant legislation, Knowledge of office district administration, Knowledge of the Public Financial Management Act (PFMA), Batho Pele Principles, Knowledge of financial, assets and supply chain management, Understanding the facilities and security management, Knowledge of court administration or case flow management. Skills: Problem solving and analysis, Customer focus and responsiveness, Project management skills, Leadership skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (MS Office). Personal attributes: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity, Communication. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <b><u>DUTIES</u></b>       | : | Manage administrative support to courts in the Division of the High Court and Specialised Court (Labour and Labour Appeals Court), Manage the provisioning of library and research services, Manage Court facilities and security services and monitor risk for the High Court, Manage case and courts records, Manage quality assurance and auxiliary services Manage, monitor and evaluate the functioning of courts in the Division of the High Court and Specialised Court, Manage the utilisation of resources and Manage the Directorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Technical enquiries: ADV W Lambley Tel No: (010) 493 2562                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                            |   | HR Related Enquiries: Ms. M Baker Tel No: (021) 469 4038                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email at 2025/110/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | The Organisation will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## OTHER POSTS

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| <b><u>POST 19/112</u></b>         | : | <b><u>AUDIT AND RISK COMMITTEE (CHAIRPERSON) REF NO: 2025/106/OCJ</u></b><br>The Office of the Chief Justice (OCJ) hereby invites applications from suitably qualified and interested individuals to serve as Chairperson on its Audit and Risk Committee (ARC) in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and the Treasury Regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>              | : | Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations 20.2.3 and SAICA/AGSA tariffs. Appointment is for a period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | National Office: Midrand<br>An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Law, Information and Communication Technology or equivalent. At least ten (10) years' experience at a Senior Management level in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management; Financial Management; Human Resource Management; Information and Communication Technology (ICT); Corporate Governance; Performance Management and Performance Information disciplines; Knowledge of Project Management. Active registration and good standing with the relevant professional body. Knowledge of the judicial and justice system, and exposure to the legal fraternity will serve as an advantage. Knowledge, understanding and exposure to relevant prescripts (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and a minimum of ten (10) years of experience serving in Audit Committees. Independence, Integrity, Reliability and dedication of time to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>              | : | The successful candidate shall take strategic leadership of the OCJ's Audit and Risk Committee in the execution of its mandate. The ARC will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of governance, risk management, and internal controls. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors; the OCJ's financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of governance, risk management, controls within the OCJ. |
| <b><u>ENQUIRIES</u></b>           | : | Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500<br>HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b>        | : | Applications can be sent via email at 2025/106/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 19/113</u></b>         | : | <b><u>AUDIT AND RISK COMMITTEE REF NO: 2025/107/OCJ (X3 MEMBERS)</u></b><br>The Office of the Chief Justice (OCJ) hereby invites applications from suitably qualified and interested individuals to serve on its Audit and Risk Committee (ARC) in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and the Treasury Regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>              | : | Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations 20.2.3 and SAICA/AGSA tariffs. Appointment is for a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**CENTRE  
REQUIREMENTS**

period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.

National Office: Midrand

An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Law, Information and Communication Technology or equivalent. At least five (5) years' experience at a Senior Management level in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management; Financial Management; Human Resource Management; Information and Communication Technology (ICT); Corporate Governance; Performance Management and Performance Information disciplines; Knowledge of Project Management. Active registration and good standing with the relevant professional body. Knowledge of the judicial and justice system, and exposure to the legal fraternity will serve as an advantage. Knowledge, understanding and exposure to relevant prescripts (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and a minimum of five (5) years of experience serving in Audit Committees. Independence, Integrity, Reliability and dedication of time to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills.

**DUTIES**

The ARC will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of governance, risk management, and internal controls. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors; the OCJ's financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of governance, risk management, controls within the OCJ.

**ENQUIRIES**

Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500  
HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771

**APPLICATIONS  
NOTE**

applications can be sent via email at 2025/107/OCJ@judiciary.org.za  
The following is required with regards to candidates: Application must be submitted in writing and must contain the following: Detailed Curriculum Vitae and a certified copy of Identity Document. Qualifications will be requested from the selected members only. Background verification, including criminal records and citizenship checks, will form part of the selection process. Correspondence will be limited to selected members only. No late application will be accepted.

**POST 19/114**

**CHIEF REGISTRAR REF NO: 2025/111/OCJ**

**SALARY**

R586 956 – R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience.

**CENTRE  
REQUIREMENTS**

Eastern Cape Division of The High Court: Makhanda

Grade 12 certificate and LLB Degree or a four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' post graduate legal experience gained as a Registrar. Computer literacy, leadership and managerial experience. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Report writing skills. Numerical skills. Technical expertise.



|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|                            | Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Senior Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff. |
| <b><u>ENQUIRIES</u></b>    | : Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : applications can be sent via email at 2025/111/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : The Organization will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/115</u></b>  | : <b><u>LAW RESEARCHER REF NO: 2025/113/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : Mpumalanga Division of The High Court: Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : Grade 12 Certificate. LLB degree or four year recognized legal qualification. A minimum of three (3) years relevant legal experience. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Provide support to court personnel with research related queries as assigned.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b><u>APPLICATIONS NOTE</u></b>           | : | HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000<br>applications can be sent via email at 2025/113/OCJ@judiciary.org.za<br>The Organization will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 19/116</u></b>                 | : | <b><u>STATE ACCOUNTANT REF NO: 2025/114/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>                      | : | R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE REQUIREMENTS</u></b>         | : | Eastern Cape Provincial Service Centre<br>Grade 12 certificate, National Diploma in financial accounting / equivalent qualification at (NQF level 6), A minimum of one (2) year experience in the relevant field A valid driver's license. Skills and Competencies: Knowledge of relevant legislation (Financial Regulatory Framework), Knowledge of the Transversal Government Systems (BAS), Understanding of the public service, PFMA, Treasury Regulations, Accountant General's General Annual Reporting Framework. Good communication skills (written and verbal), Computer Literacy (MS Office), Time Management, Planning and organizing skills, Problem solving skills, Good Interpersonal Interrelation.                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>                      | : | Ensure suppliers are paid within timeframe prescribed by the PFMA, Internal policies, and Treasury Regulations, Maintain Invoice Tracking Register (ITR), payment register and Order/VA register). Maintain bookkeeping services and reconciliation of ledger accounts, Register and maintain entities on the Financial System. Control Document. Supervise and develop staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES APPLICATIONS NOTE</u></b> | : | Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217<br>applications can be sent via email at 2025/114/OCJ@judiciary.org.za<br>The Organization will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/117</u></b>                 | : | <b><u>SENIOR COURT INTERPRETER REF NO: 2025/115/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>                      | : | R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE REQUIREMENTS</u></b>         | : | Gauteng Division of The High Court: Pretoria<br>Matric certificate and a (3) three-year National Diploma in Legal Interpreting Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA with a minimum of two (2) years practical experience in Court Interpreting or Matric certificate and ten (10) practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages will be added advantage. A valid driver's license will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills. Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management. |
| <b><u>DUTIES</u></b>                      | : | Render interpreting services in criminal court, civil court, labour, and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Provide support with the reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary as in when required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>                   | : | Technical enquiries: Ms N Shandu Tel No: (012) 315 7602<br>HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS NOTE</u></b>           | : | applications can be sent via email at 2025/115/OCJ@judiciary.org.za<br>The Organization will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/118</u></b>                 | : | <b><u>JUDGE'S SECRETARY (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>                      | : | R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>                      | : | KwaZulu Natal Division of the High Court: Durban Ref No: 2025/93/OCJ (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                            |   | KwaZulu Natal Division of the High Court: Pietermaritzburg Ref No: 2025/94/OCJ (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor Law Degree will serve as an added advantage and results must accompany the application, shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines. |
| <b><u>ENQUIRIES</u></b>    | : | Technical enquiries: Ms K Marais Tel No: (031) 492 5562<br>HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | applications for Judge Secretary post based in Kwa-Zulu Natal Division of the High Court: Durban should be sent via email at 2025/93/OCJ@judiciary.org.za and for Judge Secretary post based in Kwa-Zulu Natal Division of the High Court: Pietermaritzburg should be sent via email at 2025/94/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | The Organisation will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/119</u></b>  | : | <b><u>POOL JUDGE'S SECRETARIES REF NO: 2025/117/OCJ (X3 POSTS)</u></b><br>(12 months' non- renewable contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Land Court: Randburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to write a typing test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the Judgements are typed and correspondences are filled accordingly in the right sections. To ensure that signed Judgments and orders are handed down in court or virtually, sent to the typist and Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure all incoming and outgoing documents are recorded and filled. To ensure that stationary for the Judge is ordered and collected. To ensure all files received from various section(s) are verified by Registrar on that section. To ensure that the register of reviews is up to date and signed on receipt and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

return of reviews to the review Clerk. To ensure that 87 register/template of the reserved judgement is updated and notifying the Statistical officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the heads of Arguments from various stakeholders are received filed and verified. Inform parties involved via email and telephonically of time and date when reserved judgments will be handed down, further notifying them on how judgment will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court start or before the Judge enters the court. To ensure that all cases are called and recorded as per the court roll. Calling the case number and the parties' names on record before Judge allow parties to start with their matter. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time. To ensure that the Judge's logbook is submitted on or before 5th of every month receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices that need to be submission of S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purpose. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.

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| <b><u>ENQUIRIES</u></b>    | : | Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316<br>HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | applications can be sent via email at 2025/117/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | The Organization will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 19/120</u></b>  | : | <b><u>REGISTRAR REF NO: 2025/116/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Western Cape                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. <b>MR3</b> - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4</b> - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. <b>MR5</b> - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements |
| <b><u>DUTIES</u></b>       | : | Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Technical Enquiries: Ms N Chwethiso Tel No: (021) 480 2619<br>HR Enquiries: Ms M Baker Tel No: (021) 469 4032/8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | applications can be sent via email at 2025/116/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b><u>NOTE</u></b>                | : | The Organisation will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 19/121</u></b>         | : | <b><u>REGISTRAR REF NO: 2025/112/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>              | : | R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | North West<br>Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. <b>MR3</b> - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4</b> - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. <b>MR5</b> - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <b><u>DUTIES</u></b>              | : | Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>           | : | Technical Enquiries: Mr O Sebatatso Tel No: (018) 397 7064<br>HR Enquiries: Ms K Zwane Tel No: (018) 397 7114                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b>        | : | applications can be sent via email at 2025/112/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>                | : | The Organisation will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 19/122</u></b>         | : | <b><u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/118/OCJ</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> | : | Eastern Cape Division of The High Court: Mthatha<br>Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>              | : | Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assisting Regional Court Registrar. Provide administrative support to the Regional Court President/Chief Magistrate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>           | : | Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500<br>HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b>        | : | applications can be sent via email at 2025/118/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| <b><u>POST 19/123</u></b>  | : | <b><u>LIBRARY ASSISTANT REF NO: 2025/120/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Gauteng Division of The High Court: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts technical and generic requirement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Assist with the management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with the ordering of library material approved by library committee. Assist in classifying, cataloguing and indexing library materials. Update loose-leaf publications in the library. Conducting information searches on electronic catalogues and other information databases and online information retrieval resources. Collect and deliver books from/to Judges Chambers. Assist with shelving of publications and shelve reading. Process received standing orders and mail. Co-ordinate and prepare binding of all journals and law reports. Update and manage library register. Operate library machines. Assist with compiling of report on library matters.                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Technical enquiries: Ms N Shandu Tel No: (012) 315 7565<br>HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515<br>The Organisation will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | applications can be sent via email at 2025/120/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/124</u></b>  | : | <b><u>TYPIST (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Eastern Cape Division of The High Court: Bhisho Ref No: 2025/121/OCJ<br>Eastern Cape Division of The High Court: Mthatha Ref No: 2025/122/OCJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Computer literacy (Microsoft Office). Typing skills (speed 35 words per minute). Dictaphone typing skills. Good problem-solving skills. Effective communication skills (written and verbal). Time management skills. Client orientation and customer focus. Knowledge of legal terminology, court procedures, rules, and environment. Understanding of legislative governing the Public Service (Batho Pele principles and Public Service Regulations). Ability to work in a team. Reliability. Honesty and integrity. |
| <b><u>DUTIES</u></b>       | : | Type court orders, court documents, and reports. Type court orders and relevant court documents in line with the endorsement on the front of the court file. Type judgments. Make amendments on judgments as per the Judge's request/instruction. Compile term roll, week, and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazette terms. Compile and submit relevant orders and judgments to relevant stakeholders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Applications for Typist post based in <b>Eastern Cape Division of the High Court: Bhisho</b> should be sent via email at <a href="mailto:2025/121/OCJ@judiciary.org.za">2025/121/OCJ@judiciary.org.za</a> for Typist post based in <b>Eastern Cape Division of the High Court: Mthatha</b> should be sent via email at <a href="mailto:2025/122/OCJ@judiciary.org.za">2025/122/OCJ@judiciary.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | The Organization will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

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| <b><u>APPLICATIONS</u></b> | : | can be submitted: Via e-mail to <a href="mailto:applications@thedtic.gov.za">applications@thedtic.gov.za</a> (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CLOSING DATE</u></b> | : | 23 June 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <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> . No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference. |

## MANAGEMENT ECHELON

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| <b><u>POST 19/125</u></b>                | : | <b><u>CHIEF DIRECTOR: PRIMARY MINERALS PROCESSING AND CONSTRUCTION REF NO: IC&amp;G-144A</u></b><br>12-month contract post<br>Overview: To provide strategic leadership and management to the Primary Minerals Processing and Construction Chief Directorate with the Industrial Competitiveness & Growth Branch.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 436 022 per annum (Level 14), (all-inclusive remuneration package)<br>Sunnyside, Pretoria<br>A qualification at NQF level 7, as recognised by SAQA in Science, Engineering, Mineral Economics, Commerce, or a related field. 5 years' relevant experience at a senior managerial level in development and implementation of industrial / economic policies in the Primary Minerals Processing and/or Construction sectors. In-depth understanding of Industrial Policy, the Critical Minerals Strategy, and the Beneficiation Strategy for the minerals industry, as well as broader government policies. Proven experience in people management, financial oversight, and strategic planning. Strong communication and negotiation skills to represent the department effectively. Understanding of PFMA, Public Service Act, and Regulations, Treasury Regulations. Proficient in monitoring and evaluation, project management, and research analysis for policy and programme development. Ability to build and maintain strategic partnerships with national and international stakeholders, including government, industry bodies, and research institutions. |

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| <b><u>DUTIES</u></b>                     | : | <p>Strategy and Planning: Manage strategic planning for the chief directorate. Direct, manage, and transform the Chief Directorate into a highly effective Primary Minerals Processing and Construction unit for inclusion in the National Industrial Policy. Establish clear performance criteria and service standards for staff. Design and implement strategies and action plans in the sectors incorporated in the National Industrial Policy. Design and implement strategies and action plans towards implementing the Critical Minerals Strategy of the country towards contributing to the green economy. Coordination and development of interventions: Provide guidance to develop and manage systems, policies, and procedures to ensure effective and efficient growth of the Primary Minerals Processing and Construction industry in South Africa. Lead the coordination and development of interventions in line with priorities Primary Minerals Processing and Construction industry. Identify and address challenges faced by the Primary Minerals Processing and Construction Sector. Conduct research and implement business processes. Monitoring and Evaluation: Monitor the performance of the chief directorate against business and project plans and introduce corrective measures where necessary. Ensure compliance with the integrated performance reporting system, including high-level dashboard reporting. Monitor and evaluate the strategy implemented in the Primary Minerals Processing and Construction chief directorate. Stakeholder Management: Establish and maintain strategic partnerships with local and international institutions in the area of Primary minerals Processing and Construction. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system. Chief Directorate Management: Oversee the financial resources and assets of the Chief Directorate. Oversee and manage human resources. Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against the Chief Director's business and operational plans.</p> |
| <b><u>ENQUIRIES</u></b>                  | : | Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/L Mabokela Tel No: (012) 394 1809                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 19/126</u></b>                | : | <p><b><u>CHIEF DIRECTOR: TECHNICAL INFRASTRUCTURE REF NO: IC&amp;G - 082</u></b><br/> Overview: To provide strategic leadership and management to the Technical Infrastructure Unit within the Branch.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | <p>R1 436 022 per annum (Level 14), (all-inclusive remuneration package)<br/> Sunnyside, Pretoria<br/> A qualification at NQF level 7, as recognised by SAQA in a Science, Engineering or Commercial field. 5 years' relevant experience at a senior managerial level in a Technical infrastructure-related environment. Extensive experience in technical infrastructure areas, including standards, accreditation and metrology. Sound knowledge of industrial policy and its application to technical infrastructure. Proven stakeholder management experience and ability to develop strategic partnerships locally and internationally. Proven ability in strategy planning, performance monitoring, and reporting. Experience in managing multidisciplinary teams and overseeing financial and operational performance. Excellent communication, project management, and policy development skills. Knowledge of relevant legislation, including the Standards Act, Metrology Act, NRCS Act, PFMA, and Public Service Regulations. Advanced skills in research, analysis, and corporate governance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>                     | : | <p>Strategic Planning: Manage strategic planning for the chief directorate. Direct, manage, and transform the chief directorate into a highly effective technical infrastructure unit. Establish clear performance criteria for staff and service standards in consultation with external stakeholders. Design and implement strategies and action plans in the sectors incorporated in the Industrial Policy. Manage and guide the work of Technical Infrastructure entities to ensure alignment with the dtic's strategic plans and industrial policy. Coordination and development of interventions. Provide guidance to develop and manage systems, policies, and procedures to ensure effective and efficient growth of the Technical Infrastructure. Lead the coordination and development of interventions in line with Technical Infrastructure priorities. Identify and address challenges faced by the Technical Infrastructure sector. Conduct research and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



implement business processes. Monitoring and Evaluation: Monitoring performance of the chief directorate against business and project plans, and corrective measures are introduced where necessary. Ensure compliance with the integrated performance reporting system, including high-level dashboard reporting. Monitor and evaluate the strategy implemented in the Technical Infrastructure. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Technical Infrastructure. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders to ensure the implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Develop and maintain strong relationships with the stakeholders. Chief Directorate Management: Oversee the financial resources and assets of the Chief Directorate. Oversee and manage human resources. Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against the Chief Directorate's business and operational plans.

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

**POST 19/127** : **DIRECTOR: LEATHER & FOOTWEAR REF NO: IC&G - 024**  
Overview: To manage the development and implementation of policies, strategies, and programmes for the Leather & Footwear sectors as part of the customised sector programme for Clothing & Textiles.

**SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : A qualification at NQF level 7, as recognised by SAQA in Commerce, CTFL Related Studies, Economics or a related field. 5 years' relevant experience at a middle/senior managerial level in an industrial/economic policy development environment in the public/private sector. Key Requirements: Proven experience in policy development, programme implementation and stakeholder engagement. Experience in the Leather, Footwear or related sector. Strong understanding of the Industrial Policy Action Plan and Retail CTFL Masterplan. Experience in research, analysis and monitoring of sector performance. Ability to manage strategic planning and financial resources of a directorate. Excellent communication, negotiation, and coordination skills. Proficiency in Microsoft Office and project management tools. Knowledge of public sector frameworks and intergovernmental collaboration. Leadership and team management capabilities, including mentoring and coaching.

**DUTIES** : Strategies, Policies and Procedures: Develop and implement policies and strategies for the Leather & Footwear sector. Manage the implementation of the Industrial Policy Action Plan and Retail CTFL Masterplan. Advocate for policy changes and coordinate sector interventions. Maintain databases of key companies and identify growth opportunities in sub-sectors. Stakeholder Management: Engage with stakeholders, including national departments, provincial bodies and municipalities. Collaborate with industry associations, clusters and organised labour. Represent the department in forums addressing sector-specific challenges. Research and Analysis: Oversee quarterly analysis of the Leather & Footwear sector performance. Guide research initiatives to support evidence-based policy and strategy development. Conduct sector reviews in line with policy plans. Monitoring and Evaluation: Review policies and methodologies, benchmarking against international practices. Manage external consultants for sector-related studies and provide programme implementation support. Directorate Management: Manage human and financial resources of the directorate. Oversee strategic and operational planning of the unit. Ensure compliance with governance requirements and drive staff development.

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

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| <b><u>POST 19/128</u></b>  | : | <b><u>DIRECTOR: LEGAL SERVICES (LITIGATION) REF NO: CMSB - 013</u></b><br>Overview: To manage the legal services functions of the department and its agencies, including legal opinions, litigation, contract management, and legislation development and interpretation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R1 216 824 per annum (Level 13), (all-inclusive remuneration package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Sunnyside, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | A qualification at NQF level 7, as recognised by SAQA in Law, and admission as an Attorney or Advocate of the Bar Council. 5 years' relevant experience at a middle/senior managerial level within the legal field. Extensive experience in legal opinion drafting, contract management, legislation development, and litigation. Knowledge of the South African legal system, civil litigation, criminal procedure, and court rules. Experience in alternative dispute resolution, legal advisory, and legal compliance. Strong research, analytical, drafting, and conflict resolution skills. Ability to interpret legislation and manage high-level legal correspondence. Knowledge of legal prescripts governing the Public Service, not limited to the Public Service Regulations, Public Finance Management Act, 1999, Constitution of the Republic of South Africa, 1996, and applicable case law. Excellent work ethic, interpersonal, verbal, and written communication, negotiation, and policy analysis skills. Proficient in MS Office and legal research tools. Experience in managing teams and providing legal administrative support.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Legal Opinions: Draft legal opinions and oversee research on legal principles. Consult with counsel and external service providers. Advise on contractual, statutory not limited, Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), Constitution of the Republic of South Africa, 1996 matters, and manage internal appeals. Litigation: Manage litigation instituted by or against the department. Provide legal advice on court judgments and manage alternative dispute resolutions. Oversee pleadings, court attendance and implementation of court orders. Ensure adequate information and complete briefs for counsel. Prepare submissions to the Director-General (DG) and Minister. Provide instructions to State Attorneys. Provide support during trials and ensure affidavits are correct and complete. Alert the DG and Minister and give legal advice on court judgments, implications, risks, and manage alternative dispute resolutions. Contract Management: Draft, vet, and negotiate domestic and International contracts to ensure consistency and protect the departmental interests. Provide legal opinions on contract-related matters. Manage Alternative Dispute Resolution arising from contractual and competition-related matters. Liaise with the stakeholders for ratification processes in line with legal frameworks. Legislation Development and Support: Develop annual legislative programmes and provide legal input during parliamentary processes. Review external legislation impacting the department's operations. Advise on legislative drafting and monitor related litigation. Legal Administrative Inquiries: Respond to legal administrative inquiries and prepare related legal correspondence. Raise awareness and implement legal interventions across the department. Directorate Management: Manage the financial and human resources of the unit. Lead strategic planning and ensure operational execution and compliance. |
| <b><u>ENQUIRIES</u></b>    | : | Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

#### **OTHER POSTS**

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|----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 19/129</u></b>  | : | <b><u>DEPUTY DIRECTOR: TECHNICAL INFRASTRUCTURE COMPULSORY SPECIFICATIONS AND ACCREDITATION REF NO: IC&amp;G – 084</u></b><br>Overview: To develop, support and advise on Technical Infrastructure processes, policies, and programmes as they specifically relate to Accreditation, Compulsory specifications, and Building Regulations. |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum (Level 12), (all-inclusive remuneration package)                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Sunnyside, Pretoria                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | A qualification at NQF level 7, as recognised by SAQA in Economics / Public Administration/Engineering/Science or related field. 3–5 years' relevant managerial experience in the Technical Infrastructure field. In-depth                                                                                                                |

## **DUTIES**

knowledge of Industrial Policy. Sound knowledge of Technical Infrastructure, including Accreditation, Compulsory Specifications and Building Regulations as well as the related legislation. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies. Ability to manage research, analysis, monitoring and evaluation projects related to the sector. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).

**Develop and review strategies, policies and procedures:** Develop and review the process of developing the Technical Infrastructure policies on Accreditation, Compulsory Specifications and Building Regulations for SA, SADC, AFCFTA and internationally, including at the WTO TBT Committee. Develop and give inputs in the implementation of the Industrial Policy processes, relating to the development of the Key Action Programmes. Engage in continual policy advocacy and coordination of the Technical Infrastructure Entities, i.e. SANAS and NRCS to strengthen the ability of manufacturing and other value-added sectors. Provide support and guide the work of Technical Infrastructure entities to ensure alignment with the dtic's strategic plans and industrial policy. Provide support in the implementation of the Accreditation Act, the National Regulator for Compulsory Specifications Act and the Building Regulations Act. Stakeholder Management: Provide support in liaising, consulting and networking with appropriate and relevant agencies and other stakeholders for developing joint programs. Participate in all forums of the department and focus on addressing technical infrastructure challenges. Participate in the identification of Technical Infrastructure entities and other stakeholders' needs related to Accreditation, Compulsory Specifications and Building Regulations in particular. Oversee the maintenance of the stakeholder database. Build and maintain relations with Technical Infrastructure entities and other stakeholders, including other Government departments and tiers of government, organised business and labour. Research and Analysis: Conduct research, undertake technical analysis of the technical infrastructure and recommend appropriate policies and strategies focusing on Accreditation, Compulsory Specifications and Building Regulations. Research issues related to competitiveness and the development of appropriate interventions within the technical infrastructure. Monitoring and Evaluation: Continuously review policies and methodologies related to the Directorate's strategic focus and benchmark against international best practice, focusing on Accreditation, Compulsory Specifications, and Building Regulations. Conduct annual reviews with regard to the impact of Technical Infrastructure interventions and prepare reports. Reporting: Prepare responses to all enquiries and requests regarding technical infrastructure initiatives. Compile progress reports on projects on the National Regulator for Compulsory Specifications Act, Accreditation Act and Building Regulations Act. Sub-Directorate Management Monitor financial, human resources and assets of the unit. Manage the process of reporting on financial and operational risk. Manage collation of inputs into the quarterly and annual reports, business plans and targets.

## **ENQUIRIES**

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

## **POST 19/130**

### **DEPUTY DIRECTOR: LEATHER & FOOTWEAR REF NO: IC&G – 025**

Overview: To develop, advise and provide technical support for the Leather and Footwear policies, strategies and programmes

## **SALARY CENTRE REQUIREMENTS**

R1 059 105 per annum (Level 12), (all-inclusive remuneration package)  
Sunnyside, Pretoria  
A qualification at NQF level 7, as recognised by SAQA in Economics, Commerce, or a related field. 3–5 years' relevant managerial experience in an industrial/economic policy development and implementation environment  
Policy development and implementation experience in the manufacturing sectors. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as

## **DUTIES**

the government's broader economic policies. Ability to manage research, analysis, monitoring and evaluation projects related to the sector. Strong leadership, communication (verbal and written), and problem-solving skills. Proficient in MS Packages.

: Develop and review strategies, policies and procedures: Develop and review Leather and Footwear sector Industrial Development policies. Provide support in the management of the Industrial Policy Action Plan processes. Engage in continual policy advocacy and coordination in the Leather and Footwear Industries that have growth potential. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Leather and Footwear development programs. Provide support in the implementation of policies and strategies. Support the implementation of sector development interventions. Stakeholder Management: Work closely with other units within the dtic and other departments involved in the Leather and Footwear sector to develop a supportive policy environment to implement the key action programmes as well as develop a contractual framework that would enhance long-term relationships with industry bodies. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in all forums of the department and focus groups addressing Leather and Footwear challenges. Participate in the identification of stakeholders' needs. Create and maintain a stakeholders' database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Maintain relations with stakeholders, including other government departments and tiers of government, organised business and labour. Research and Analysis: Develop terms of reference, manage research to support the development of appropriate interventions to support the growth of the sector. Conduct research, identify best practices in the area of Leather and Footwear sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Leather and Footwear policies, procedures and strategy in line with the Industrial Policy of the dtic. Research issues related to competitiveness and the development of the Leather and Footwear sector. Provide support in the analysis of the Leather and Footwear sector. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct annual reviews with regard to the impact of the Leather and Footwear interventions and prepare reports. Coordinate all administrative aspects: Handle enquiries and requests regarding Leather and Footwear initiatives. Provide inputs on divisional budget and business plans with respect to the Leather and Footwear sub-sectors. Compile progress reports on a monthly basis on the projects with regard to timelines and budgets. Ensure the maintenance of effective internal administration of the unit. Establish and maintain an electronic database for Leather and Footwear Sector Analysis Reports. Sub-Directorate Management: Manage human, financial and other resources allocated to the Sub-directorate. Provide inputs in the development of the operational plan of the sub-directorate. Manage collation of inputs into the quarterly and annual reports, business plans and targets.

## **ENQUIRIES**

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

## **POST 19/131**

: **DEPUTY DIRECTOR: LIQUOR LAW AND POLICY REF NO: CCRB – 048**  
Overview: To develop policies, legislation, regulations and review of the Liquor law environment.

## **SALARY CENTRE REQUIREMENTS**

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7, as recognised by SAQA in Law, Politics or Economics. 3-5 years' relevant managerial experience in a Law, Politics or Economics environment. Key Requirements: Experience in developing policies and legislation in a regulatory environment. In-depth knowledge of liquor legislation and related regulatory frameworks. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies.

## **DUTIES**

Ability to manage research, conduct analysis and monitoring and evaluation of project. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).

- :
- Develop policies and legislation related to Liquor law regulations. Develop, recommend and implement policies and legislation or other legal prescripts related to Liquor law and regulations. Provide inputs into the strategic policy direction of Liquor legislation. Conduct research in the development of strategic issues, policies and legislative reviews. Provide inputs and assist during the drafting process. Consult the general public on a policy, regulations or bill or any other legal prescripts. Facilitate the Parliamentary process of introducing of policy or bill in the Parliament. Coordinate the legislative drafting process and participate in various legislative development processes. Conduct research for domestic and international policy processes on Liquor law and Policy. Prepare and provide inputs and position papers for domestic and international policy processes. Conduct research on domestic and international policy processes. Facilitate the drafting of the Terms of Reference for consultants to assist with the preparation of policy positions and drafting of legislation. Prepare, compile and consolidate the dtic positions on policies and legislation of other government departments. Conduct presentations at intergovernmental fora and workgroups and at public events. Compile and consolidate information for responses to Parliamentary and other questions. Participate in international and domestic liquor-related engagements. Research on policies, bills, amendments and regulations on Liquor law and policy. Stakeholder Engagement: Engage with stakeholders to participate in consultations pertaining to policies, Bills and Regulations. Draft briefing notes for the Executive. Conduct consultations with stakeholders on the policies and legislation drafted. Liaise with and brief legal drafters and consultants. Consolidate and prepare information for workshops and sessions with stakeholders on policy and legislative matters. Respond to stakeholder enquiries. Conduct workshops, education and awareness on Liquor legislation. Sub-Directorate Management: Monitor financial resources and assets of the unit. Manage the resources of the sub-directorate. Provide inputs into the strategic planning of the unit and execution of the operational plan.

## **ENQUIRIES**

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

## **POST 19/132**

- :
- DEPUTY DIRECTOR: INTELLECTUAL PROPERTY LAW AND POLICY REF NO: CCRB-A011**

12 Months Contract

Overview: The successful candidate will lead and manage the development, review, and implementation of intellectual property (IP) policy, legislation, and regulations, and contribute to both domestic and international legal and policy processes concerning IP.

## **SALARY CENTRE REQUIREMENTS**

- :
- R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
- :
- Sunnyside, Pretoria
- :
- A qualification at NQF level 7, as recognised by SAQA in Law, Politics, Economics or related field. 3–5 years' relevant managerial experience in a Law, Politics, or Economics environment. Key Requirements: Experience in developing policies and legislation in a regulatory environment. In-depth knowledge of intellectual property legislation and related regulatory frameworks. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies. Ability to manage research, conduct analysis and monitoring and evaluation of project. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).

## **DUTIES**

- :
- Develop and Review Intellectual Property Legislation and Policies. Develop, implement, and provide legal inputs into intellectual property (IP) legislation, regulations, and policies. Facilitate public consultations on policy and legislative drafts. Coordinate the legislative drafting process, including Parliamentary submissions and presentations. Provide inputs into the strategic policy direction and conduct legal research on IP matters. Facilitate the

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|------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |   | <p>Parliamentary process of introducing a bill in Parliament. Conduct Research and Draft Position Papers: Prepare and present research and position papers on domestic and international IP policy developments. Facilitate the development of terms of reference for consultants. Compile and consolidate departmental positions on related legislative proposals. Participate in international treaty negotiations and domestic engagements (e.g., WIPO, WTO, AFCFTA). Stakeholder Engagement and Public Awareness: Engage stakeholders on proposed IP legislation and policies. Draft briefing notes and conduct awareness workshops and public consultations. Respond to stakeholder inquiries and facilitate the processing of Merchandise Marks Act applications. Liaise with internal and external legal drafters and provide legislative support. Sub-directorate and Resource Management: Manage human, financial, and physical resources of the sub-directorate. Contribute to the development and execution of operational and strategic plans. Monitor the budget and ensure compliance with relevant legal frameworks. Support planning, monitoring, and reporting processes of the unit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>                  | : | Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 19/133</u></b>                | : | <p><b><u>DEPUTY DIRECTOR: SPECIALIST INVESTMENT FACILITATION REF NO: IIAF&amp;A – 063A</u></b></p> <p>12 months contract post</p> <p>Overview: To provide specialist advice and information on the policy relating to the Visa regime and also speak on the various Visa categories including short-term work Visas, ICT, Critical Skills, Business General work Visas, Appeals, overstay Appeals, Waivers, TES and any other new policy impacting and affecting investments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | <p>R1 059 105 per annum (Level 12), (all-inclusive remuneration package)</p> <p>Sunnyside, Pretoria</p> <p>A qualification at NQF level 7, as recognised by SAQA in Business Management, Investment, Finance or Marketing. 3–5 years' relevant managerial experience in the private/public sector in the Industry, Marketing, Finance or a relevant environment Requirements: In-depth knowledge of investment promotion and facilitation tools. Strong stakeholder engagement and problem-solving experience. Ability to coordinate investor support, track performance, and draft policy briefs. Experience with relevant public sector systems and processes. Experience with the development of economic development strategies. Understanding of PFMA, Public Service Act, and Regulations, Treasury Regulations. Excellent organisational and time management skills. In-depth knowledge of Computer Literacy (Microsoft Office). Excellent verbal and written communication skills.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>                     | : | <p>Administration: The management, coordinating and unblocking of investor facilitation issues and related Visa issues affecting businesses. Compilation of the reports as required. To be a contact point for all Visa-related matters for industry, PIPAs and the Government. Stakeholder engagements with Institutions Foreign Chambers. Manage a schedule of meetings to engage with foreign chambers and raise awareness amongst companies about understanding the rules and regulations relating to Visa regulations. Advocacy on the Visa facilitation programme offered by Invest SA. Identify proactive measures in strengthening the engagement and interface with chambers. Setting up of an Inter-Departmental Forum to engage on issues of Policy and Regulations. Develop a framework of engagement with the various Departments impacting on Visa regulations with a focus on Permits and Visas. Stakeholder consultations with the various Departments to sensitise on Investment Promotion and Facilitation and the linkage between Visa and Investment. Scheduling quarterly meetings. Follow up on actions and reporting on the meetings, including escalation matters to principals. Developing briefs for principals on matters to be engaged with that impact on the investment climate/environment. Project Manager on specific company issues relating to Visas and coordinating with the Visa team to ensure the resolution of issues. Regular structured engagements and interactions with the various inter-departments that impact investment and Visas to build capacity and transfer of skills. Develop a structured stakeholder engagement mapping and plan to address issues that impact investment, economic growth, and job creation</p> |

based on the Cabinet Lekgotla outcomes. Establish a mechanism to address matters of urgency that need to be escalated within the various Departments, and as the coordinator, the issues can be monitored, addressed, and reported on in a quicker and more responsive manner. Engage with the strategic stakeholders quarterly to discuss and raise issues of concern and advocate for any necessary changes/amendments. Mission Support: Engage with various South African missions to understand the companies that need an understanding of the Visa regime. Refer enquiries to the Visa facilitation team. Respond to the Missions. Provide reports on the engagements monthly. Strengthen the strategic partnerships between the South African Missions and the department. Provide status reports on engagements. Advise Business & Investors on immigration Policy & recommend Visa categories. Schedule meetings with the directorates responsible for Investment Promotion and Facilitation. Provide an integrated offering as companies interested in investing in South Africa raise several issues/challenges relating to Visas.

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

**POST 19/134** : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: CMSB - 096**  
Overview: To manage organisational design processes, provide advice on organisational structures, and manage the job profiling and job evaluation process within the dtic.

**SALARY** : R896 463 per annum (Level 11), all-inclusive remuneration package  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : A qualification at NQF level 7, as recognised by SAQA in Public Management / Operations Management / Management Services. 3 – 5 years' relevant managerial experience in Organisational Design and Job Evaluation / Organisational Development or both in the public and private sector. Key Requirements: In-depth knowledge of organisational design principles, job analysis, and job evaluation (including the Equate system). Proven experience in managing organisational design and job evaluation processes. Strong understanding of the Public Service Regulatory Framework, Public Service Act, Public Finance Management Act, Treasury Regulations, and other relevant legislative frameworks. Experience in developing and aligning job descriptions and organisational structures. Proficiency in business process mapping, research, and benchmarking. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy development, and report writing skills. Demonstrated leadership, people management, and project management abilities. Computer literacy (MS Office) and knowledge of the PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.

**DUTIES** : Manage organisational structure development and alignment: Manage the development and implementation of organisational structure aligned to Departmental strategies. Conduct structural design investigations and job analysis, including coordinating research performed by internal analysts as well as external service providers. Ensure alignment of organisational structure development to the Organisational Design Toolkit and directives issued. Facilitate the mapping of organisational processes and maintenance of the organisational process database. Facilitate benchmarking and feasibility studies to ensure structures remain relevant and efficient. Manage organisational design and related assessment projects, inclusive of logistics. Manage the compilation of job descriptions: Manage the development and timely review and updating of job descriptions in line with regulatory requirements. Ensure the completeness of job descriptions for the Department. Maintain the Departmental job description database, ensuring accuracy and accessibility. Manage the job evaluation process: Ensure adherence to established job evaluation policies, directives and regulatory requirements. Coordinate the creation of awareness and promotion of job evaluation processes within the Department. Facilitate job evaluation interviews, ensuring proper representation and accurate job capturing on the Job Evaluation system. Facilitate a benchmarking exercise where necessary. Oversee quality assurance processes before presentation to job evaluation panels. Manage accurate and timely presentations of job evaluation panels. Administration and Reporting: Facilitate the development and review of the Job Evaluation Policy.

Manage the accurate capturing of organisational design and job evaluation data for Departmental reporting. Coordinate logistical arrangements for job evaluation panels and interviews, ensuring accurate documentation, inclusive of minutes and record-keeping. Facilitate submission compilation and monitor the approval of the recommendations. Coordinate the appointment and training of Job Analysis and panel members. Manage enquiries related to organisational design and job evaluation. Produce organisational design and job evaluation reports, inclusive of statistical data. Conduct awareness workshops and educate employees on organisational design, job description compliance, etc through workshops, newsflashes, etc. Stakeholder Management: Establish and maintain strategic partnerships within Departmental Branches and external stakeholders regarding organisational structure, design, job descriptions and job evaluation. Facilitate consistent communication and engagement with key stakeholders to ensure alignment and support for organisational design initiatives. Represent the Department at National organisational design structures. Sub-directorate Management: Manage human, financial and other allocated resources within the sub-directorate. Providing inputs into the development and implementation of the operational plan for the Directorate.

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

**POST 19/135** : **DEPUTY DIRECTOR: LAN & WAN SERVICES REF NO: CMSB - 142**  
Overview: To manage and maintain Local Area Network (LAN) and Wide Area Network (WAN) infrastructure, ensuring optimal performance, security and availability of ICT network services in support of the dtic's business operations

**SALARY** : R896 463 per annum (Level 11), all-inclusive remuneration package  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : A qualification at NQF level 7, as recognised by SAQA in Information Technology, Computer Science, or a related field. 3 – 5 years' relevant managerial experience in LAN/WAN infrastructure, including routers, switches, firewalls, and network security technologies. Key Requirements: Hands-on experience with installation, configuration and maintenance of LAN/WAN infrastructure. Proficient in managing enterprise-level switches, routers, firewalls, and wireless network systems. Experience in network monitoring tools and troubleshooting performance or connectivity issues. Knowledge of network protocols, IP addressing, routing and security configurations. Strong understanding of ICT governance frameworks and public sector IT policies. Ability to plan and implement network infrastructure projects. Excellent problem-solving, analytical thinking, and customer support skills. Good communication and interpersonal skills, including the ability to interact with vendors and internal clients. Proficient in MS Office and network management software.

**DUTIES** : Manage Network Infrastructure: Ensure effective configuration, operation, and troubleshooting of LAN and WAN components. Oversee the installation and upgrading of networking hardware and software. Monitor network performance and proactively identify and resolve issues. Network Security and Compliance: Implement and maintain network security measures, including firewalls and VPNs. Ensure compliance with ICT governance policies and regulatory requirements. Conduct periodic vulnerability assessments and respond to security incidents. Project Management and Planning: Plan and manage network infrastructure projects, including design, procurement, and implementation. Coordinate with service providers and vendors for network service delivery and maintenance. Maintain documentation of all network configurations, changes and upgrades. Stakeholder Support and Supervision: Provide technical support and advice to internal clients on connectivity and access issues. Supervise technical staff within the LAN/WAN unit and provide training where necessary. Report on network performance and project progress to senior management.

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



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| <b><u>POST 19/136</u></b>  | : | <b><u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: CMSB – 014</u></b><br>Overview: To render professional legal services for the Department and the DTIC agencies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R586 958 - R1 386 972 per annum, (all-inclusive remuneration package) in accordance with the OSD for legal personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Sunnyside, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | A qualification at NQF level 7, as recognised by SAQA in Law and admitted as an Attorney/Advocate of the Bar Council. 0 – 8 years appropriate/recognisable legal experience within the legal field in the public and private sector. In-depth knowledge of the South African legal system, legal interpretation, and the legal fraternity. Experience in providing legal opinions, drafting, negotiating, and vetting contracts. Strong research, analytical, and legal drafting skills. Working knowledge of civil litigation, criminal procedure and practice, and court rules. Understanding of Public Service Regulations, the Constitution, Case Law, Common Law, Public Service Act, and Criminal Procedure Act. Excellent verbal and written communication, stakeholder management, negotiation, and presentation skills. Skills in financial management, conflict resolution, policy analysis, and trial advocacy. Ability to work independently and collaboratively, with high levels of professionalism and integrity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Provide Legal Opinions on matter related to the Department: Research the applicability of legal principles on legal Opinion. Highlight legal position of the Opinion. Conduct research on applicable policy, legislation or regulation and legal principles with regard to legal Opinion. Formulate questions to be answered on legal Opinion. Study and cite relevant cases on aspects related to legal Opinion. Provide strategic and technical inputs into the strategic direction of the Unit. Provide advice on drafting, negotiation and vetting of contracts: Draft, verify the contract and memorandum of Understanding (MoU) to be drafted and edited. Conduct research on applicable policy, legislation or regulation to be followed. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case. Determine if the contract is legal and whether it reflects the intention of the Department. Ensure that there is consistency when applying the legal principles. Ensure that the rights, powers and duties of the Department are set out in the contract. Liaise with all stakeholders involved in the contract and negotiate on final contract. Consolidate amendments or comments to the contract if applicable. Ensure that the interest of the Department is protected at all times. Certify contract and verify consistency between instruction and content of the contract. Verify signed contents of the contract with that as certified, and hand to the Contract Management Unit. Draft, peruse and study legislations: Conduct research, gather information from the line functionaries on drafting legislation. Determine factual, supporting documents and legal purpose of legislation. Highlight legal position of the legislation. Research the applicable legal principles of drafting and interpretation of statutes. Ascertain whether legislation is in accordance with the principles of drafting and interpretation of statutes. Ascertain that the intention of the Department and the entities are reflected in the proposed bill or amended bill. Peruse and study drafts of proposed bills or amended bills. Facilitate the drafting of cabinet memorandum. Pilot legislation through the parliamentary process. Respond to legal opinion aspects that arise during public hearings and parliamentary sessions. Execute litigation and legal processes within the Department: Determine the factual and legal situation on the case brought forward. Establish if the Department should litigate or defend the matter. Consult with the relevant line functions. Prepare briefs advising the relevant authority seeking authority to institute or defend the Department legal position. Appear in court to provide evidence on behalf of the Department. Provide advice in regards to a possible settlement and negotiate settlement with opponent. Prepare instructions to the State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary. Monitor the court case from the inception of its finality. Review all pleadings at all stages for the court case as per court rules. Consult with the relevant line function at each stage of the pleadings. Explore alternative dispute resolution opinions for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Manage legal administrative inquiries: Liaise with stakeholders on |

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| <b><u>ENQUIRIES</u></b>    | : | legal matters. Draft and/or edit legal correspondence on all legal administrative enquiries. Conduct awareness on the implementation of legal interventions..<br>Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/L<br>Mabokela Tel No: (012) 394 1809                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/137</u></b>  | : | <b><u>ASSISTANT DIRECTOR: AEROSPACE AND DEFENCE REF NO: IC&amp;G - 014</u></b><br>Overview: To provide technical and administrative support in developing and advising on Aerospace and Defence sector processes, policies and programmes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Sunnyside, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | A qualification at NQF level 7, as recognised by SAQA in Economics/ Commerce/ Engineering (Mechanical/Electrical/Aeronautical) or related field. 3–5 years' relevant experience in the Aerospace and Defence Industry / Economic Development in the public or private sector. Key Requirements: Experience in economic policy development and research. In-depth knowledge of Computer Literacy (Microsoft Office Package). Proven experience in Project Management. Excellent research and analytical skills. Strong stakeholder engagement experience and skills. Excellent verbal and written communication skills. Understanding of PFMA, Public Service. Knowledge of international protocols.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Conduct Aerospace and Defence Research and Analysis: Develop and review the Aerospace baseline document. Provide technology streams and services of the Aerospace and Defence industry. Conduct a survey on Aerospace and Defence industrial development and competitiveness development. Conduct Aerospace and Defence industrial sector economic analysis of industrial capability and provide draft recommendations. Provide technical inputs into the dtic's Aerospace and Defence industrial positions and industry developments initiatives (manufacturing initiatives). Conduct research on issues related to competitiveness and the development of sub-sectors and the localisation of sectors. Engage in the development and review of Aerospace and Defence policies and strategy: Provide technical inputs into developing, reviewing and implementing Industrial Aerospace and Defence policies and strategies. Coordinate and participate in the workshops that identify the value of chain and action plans for the Industrial Aerospace and Defence sector's procurement Stakeholder Management: Develop and maintain a partnership with all the dtic staff and the Aerospace and Defence sectors. Provide effective communication regarding outputs and activities of the stakeholders and industry initiatives. Provide technical support to the unit in preparing briefing documents and responding to ad-hoc queries. Represent and advocate the interest of the dtic in the AISI project management meeting, export council and CAV meetings. Develop, capture and maintain the electronic database for the Aerospace and Defence industry sectoral stakeholders and manufacturers. Provide technical administrative functions of the unit: Handle all enquiries and requests regarding the Aerospace and Defence sectors. Provide inputs into the strategic direction and operational plan of the unit. Engage in the implementation of agreed projects and programs. Propose the project plan that informs the business plan of the Directorate. Reporting: Provide progress reports on the projects as per request. Review and compile reports on economic statistics every quarter. Collate and analyse standardised industry data performance on the sector and produce reports. Oversee Centurion Aerospace Village (CAV), Aerospace Industry support initiative (AISI) and export council and produce a report to facilitate transfers. |
| <b><u>ENQUIRIES</u></b>    | : | Ms K Xaluva, Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/L<br>Mabokela Tel No: (012) 394 1809                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/138</u></b>  | : | <b><u>OCCUPATIONAL HEALTH NURSE REF NO: CMSB - 099</u></b><br>Overview: To deliver comprehensive occupational and primary healthcare services aimed at enhancing employee health, well-being, and productivity within the Department, aligned with international best practices and regulatory compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b><u>CENTRE</u></b>       | : | Sunnyside, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | A qualification at NQF level 6, as recognised by SAQA in Nursing/Occupational Health with a Dispensing License and Registered with the South African Nursing Council (SANC) and the Health Professions Council of South Africa (HPCSA) as a professional nurse. 3–5 years of managerial experience in a Law, Politics, or Economics environment. 3 – 5 years' relevant experience as an Occupational Nursing Practitioner. Requirements: Must adhere to the Occupational Health and Safety Act (OHSA), 1993 and relevant regulations. Knowledge of Compensation for Occupational Injuries and Diseases Act (COIDA), Mine Health and Safety Act, and Basic Conditions of Employment Act. Be able to assist employers in complying with legal workplace health obligations. Strong ethical and professional standards. Ability to work independently and within a multidisciplinary team. Excellent communication and interpersonal skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Develop Occupational Health Clinic Management: Establish, implement, and manage the Occupational Health Clinic aligned with relevant legislation and international standards. Design and maintain the clinic infrastructure, ensuring compliance with occupational health and safety regulations. Perform annual audits to maintain accreditation and operational effectiveness. Develop protocols for confidential record management and patient care. Coordinate the temporary recruitment of additional healthcare professionals to supplement the clinic service. Primary Health Care Programme Management: Provide medical diagnosis, treatment, follow-up and referral for primary health conditions. Develop and manage specialised services including Family Planning and Chronic Disease Management. Maintain accurate medical records and monitor health trends to inform strategic health interventions. Occupational Health Care Programme Management: Diagnose, treat, and manage workplace-related injuries and illnesses. Coordinate timely referrals to medical specialists. Respond effectively to medical emergencies in the workplace. Maintain accurate and timely records of occupational injuries and illnesses for statutory compliance. Health Promotion and Prevention: Develop and implement health education initiatives, including newsletters, presentations, and workshops on health and wellness topics. Promote awareness and participation in national and international health campaigns. Establish and maintain collaborative relationships with external health service providers and stakeholders. Reporting and Administration: Maintain detailed patient files and manage clinic records. Compile monthly, quarterly, and annual reports on clinic activities, utilisation, and health trends. Ensure accurate inventory management and procure necessary medical supplies and equipment. Oversee stocktaking activities and manage the procurement of clinic medicine and equipment. |
| <b><u>ENQUIRIES</u></b>    | : | Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 23 June 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

**MANAGEMENT ECHELON****POST 19/139**

- : **DIRECTOR: TRANSFORMATION MANAGEMENT REF NO: 230625/01**  
Branch: Provincial and Entity Governance and International Cooperation  
CD: IGR Sector Transformation and Provincial Governance  
Dir: Transformation Management

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

- : R1 216 824 per annum (Level 13), (all-inclusive salary package)
- : Pretoria Head Office
- : A relevant undergraduate qualification (NQF level 7) in Social Sciences/ Gender Studies/ Youth Studies/ Psychology/ Social Work as recognized by SAQA. Five (5) years experience at middle / senior managerial level. The disclosure of a valid unexpired driver's license. Strong experience in diversity management (Gender, youth, persons with disability transformation). Knowledge and understanding of PPFMA, BBBEE, Basic Conditions of Employment Act, Public Service Act, and other legislation related to transformation. Knowledge of Gender Equity and Women Employment Programme, Promotion of the rights of people with disabilities, mainstreaming and implementation of youth developmental programmes and job access strategy. Understanding of leadership and motivation to guide team members in making consistent progress. Stakeholder engagement and management. Independence and attention to detail. Excellent verbal and written communication. Strategic capability and leadership. Change management and innovation. Knowledge management, problem solving and analysis. Programme and project management. Financial management, and service delivery innovation. Client orientation and customer focus. Accountability and ethical conduct.

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| <b><u>DUTIES</u></b>       | : | Manage and guide the development of disability policies and strategies and implementation in collaboration with relevant departments, sector partners and experts. Maintain governance structures with internal and external stakeholder to enhance collaboration on disability mainstreaming. Monitor and evaluate the impact of existing policies and programmes. Oversee implementation and application of gender policies and strategies. Develop policies and strategies coordinate and mainstream issues pertaining to gender transformation. Aligning strategic plan objectives to ensure that all programs in the strategic plan address the mainstreaming of gender, in terms of legislation, regulations, and departmental policies. Coordinate programmes and monitor and evaluate coherence to respective NSP on GBVF pillars and the Gender Responsive Planning, Budgeting, Monitoring and Evaluation and Auditing Framework. Manage and guide the coordination of social and economic empowerment programs. Develop and review the framework for social and economic empowerment. Oversee the design and planning of empowerment programs to address identified social and economic needs. Program management on the implementation of the National Youth Strategy. Oversee the development and harmonization of youth policies, review and define strategies for youth mainstreaming within the water sector. Aligning Strategic plan objectives to ensure that all programs in the strategic plan address the mainstreaming of youth in terms of legislation, regulations, policies and departmental. Direct strategic planning and business operations for the directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Ms Petunia Ramunenyiwa Tel No: (012) 336 8065                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link:<br><a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

#### **OTHER POSTS**

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| <b><u>POST 19/140</u></b> | : | <b><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 230625/02</u></b><br>Branch: Water & Sanitation Services Management Eastern Cape<br>CD: Provincial Operations: Eastern Cape |
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| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | King Williams Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management/ supervisory experience in monitoring and evaluation. Exposure in project management is highly recommended. The disclosure of a valid unexpired drivers license. Knowledge of integrated water resource management. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of developing tools of monitoring and evaluation. Knowledge and developing of procedure for data collection. Knowledge of Compiling reports. Knowledge of equal opportunities and Affirmative action guidelines and laws. Framework for managing performance information. Working under pressure and multiple deadlines. Problem solving and analysis. Client orientation and customer focus. |

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| <b><u>DUTIES</u></b> | : | Plan and coordinate data collection process. Develop and share a vision and mission for the component. Liaise with various stake holders. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestionscheme. Advise Top Management and the legislature as well as relevant sector bodies, on policies and strategies relevant to the section. Compile monthly reports. Participating as a key player in the Water and Sanitation functional strategic plan. Develop strategic plan for the component. Develop an expenditure forecast on a quarterly basis for the component. Participate in developing and reviewing of policies. Assist in the developing of monitoring and evaluation tools. Modify existing programmes where applicable. Conduct monitoring and evaluation pilot studies. Monitor service delivery programmes of various component. Implementation of policies. Analyse trends on the implementation of programmes and come up with interventions where possible. Provide input policy amendments. Analyse and integrate all regional water sector relevant information for reporting. Liaise with key provincial sector role players. Prepare regional summary slide presentation on the analysis of project/programme progress including content and financial. Conduct regional training workshops on reporting. Ensures |
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|                            |   | monthly data is quality checked, analysed and captured. Ensure the consolidation of all quarterly regional information into the water sector work plan reporting tool. Facilitate the development of regional action plans for implementation of relevant actions. Report risk areas to management regarding service delivery of programmes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms Z Gcilitshana Tel No: (043) 604 5521                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link:<br><a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/141</u></b>  | : | <b><u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 230625/03</u></b><br>Branch: Water & Sanitation Services Management Free State<br>CD: Provincial Operations: Free State<br>Dir: Corporate Support Services<br>Div: Management Accounting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Bloemfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A relevant qualification at NQF level 7 in Financial Management. Three (3) years relevant supervisory experience in financial management. The disclosure of a valid unexpired drivers license will serve as an added advantage. Knowledge and understanding on human resources management legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud-prevention measures. Knowledge of administration and clerical procedures and systems. An understanding of Financial Management policies, procedures and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Co-ordination and Management of the budget processes in the Region for Exchequer Account (Main Account) Compilation and Management of various budgets - MTEF, Estimates of National Expenditure, Adjustment Estimates of National Expenditure. Co-ordination, compilation, consolidation and evaluation of budget inputs from Programme and Line Managers. Compilation of the Early Warning Reports (EWS)-In Year Monitoring and Reporting (IYM)-both voted and Infrastructure Projects funds. Assist Head of Finance in strategic and operational financial matters and ensure that all reports, notices and other information are submitted to the Provincial Head, Head Office or the Auditor-General as required by the PFMA. Compilation of expenditure reports and revise budget projections monthly. Presentation of budgets and expenditure reports in Finance Committee (FINCO), Regional Management Committee (PMANCO), Regional Executive Committee (PEXCO)(Ad-hoc), Top Management Meetings (Ad-hoc) and Regional Strategic Planning Sessions. Capture budget on Bas as per the ENE. Updating and monitoring of budget on Bas with budget shifts. Implementation of PFMA and Treasury Regulations in the Department to ensure and promote effective, efficient, economical budgeting and expenditure control, reporting mechanisms and system. Provide information of expenditure trends to prevent overspending as well as underspending of budget. Management, supervision and training of staff in accordance with the functions and needs of the component. Effectively manage the MTEF project budget and sectional budget and ensure ongoing monitoring and reporting of financial performance. |
| <b><u>ENQUIRIES</u></b>    | : | Mr PC Matsau Tel No: (051) 405 9000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link:<br><a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 19/142</u></b>  | : | <b><u>OFFICE MANAGER REF NO: 230625/04</u></b><br>Branch: Corporate Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Pretoria Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | A relevant NQF level 6 qualification. Five (5) years experience in general administration and office management environment. The disclosure of a valid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                            |   | unexpired drivers license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of administrative procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of social and economic development issues. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Manage and coordinate the flow of information within the office of DDG. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings. Represent Manager at certain meetings and workshops. Manages queries of the office of the DDG Branch. Management of financial and human resources. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers / Directorates within the Branch.                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mr J Mashela Tel No: (012) 336 8197                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 19/143</u></b>  | : | <b><u>PERSONAL ASSISTANT REF NO: 230625/05</u></b><br>Branch: Corporate Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Pretoria Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Provide a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports including records of basic minutes of the meetings of the manager where required. Administer matters like leave registers and telephone accounts and proper filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office. |
| <b><u>ENQUIRIES</u></b>    | : | Mr J Mashela Tel No: (012) 336 8197                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b><u>POST 19/144</u></b>  | : | <b><u>PERSONNEL PERSAL CONTROLLER REF NO: 230625/06</u></b><br>Branch: Corporate Support Services<br>Cd: HRM<br>Dir: Human Resource Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Pretoria Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma in Human Resource Management. Three (3) to five (5) years experience in Human Resources. Knowledge in Policy implementation. Monitoring and evaluation principles. Good computer literacy. PERSAL Training. Excellent communication skills. Good problem solving and analysis. Pay attention to detail. Maintain confidentiality on information. Understand cultural awareness. Be flexible and initiative.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Manage User access rights and policy implementation. Respond to audit findings. Ensure Users/Terminals are registered with SITA. Register user ID, Reset ID, allocate functions in relation to users jobs and levels. Link User to revisor, restrict user to terminal and component group. Manage dormant and inactive Users. Issue reports on transactions awaiting approval and authorization for more than a month. Approve and disapprove HR establishment transactions. Provide Human Resource reports, downloading FTP from PERSAL and Vulindlela. Co-ordinating PERSAL Training and provide assistance to PERSAL users. Maintain the PERSAL staff establishment. Creating and abolishing components/posts in accordance with approved structure. Link responsibility and objective codes and link component groups. Create system generated ID's amend appointment dates. Filing of relevant documentation. Register SCC's (system change controls).                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Mr I Govender Tel No: (012) 336 7683                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 19/145</u></b>  | : | <b><u>ADMINISTRATION CLERK REF NO: 230625/07</u></b><br>Branch: Infrastructure Management: Head Office<br>CD: Engineering Services<br>Dir: Environmental Impact Monitoring (EIM)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Pretoria Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A Senior/Grade 12 certificate. Have knowledge / competencies of clerical functions, Knowledge of basic financial operating systems (SAP). Knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of problem solving and analysis. A highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have skill in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint. Have accountability and ethical conduct. Teamwork and flexibility. Communication skills, verbal and written. Client orientation and customer focus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Render general clerical support services to the Director and the officials within the Directorate. Keep and maintain the incoming and outgoing registers in the Directorate. Receive and respond to queries timeously. Receive and deliver documents for the Directorate as and when required. Maintain the filing system for the Directorate. Make photocopies and receive or send facsimiles. Type letters and / or other correspondences when required. Provide supply chain management support services within the Directorate. Complete procurement forms / capture purchase requisition on SAP system for purchasing of standards office items, drums, toners, stationery, IT equipment etc. Collect and control all received standards office items, drums, toners, stationery, IT equipment. Liaise with internal and external stakeholders in relation to procurement of goods and services. Receive and verify delivered goods / services for the Directorate. Stock control of offices stationery. Keep and maintain the asset register of the Directorate. Provide support in arranging travelling and accommodation requests if or when required. Provide financial administration support services in the Directorate. Check correctness of |



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|                            |   | subsistence and travel claims of officials and submit to the manager for approval. Receive, verify and process invoices for payment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms T Shilote Tel No: (012) 336 6604                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link:<br><a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/146</u></b>  | : | <b><u>ADMINISTRATION CLERK (TELEPHONE OPERATOR) REF NO: 230625/08</u></b><br>Branch: Infrastructure Management: Southern Operations<br>CD: WR Infrastructure Operations & Maintenance<br>Dir: Operations Southern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Gqeberha/Port Elizabeth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | A Senior/ Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good communication skills. Telephone etiquette.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Operate the switchboard by answering the incoming and handling outgoing calls. Handle routine enquiries. Must upkeep the registry and filing system. Ensure customers are referred promptly and correctly. Taking down messages and administering the correct distribution thereof. Supplying basic information to customers regarding the Department services. Keep the reception area clean and tidy. Receive guests and / or visitors. Updating and distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. Responsible for fault reporting on the telephone system and liaising with service providers in this regard. Utilize the Telephone Management System to monitor telephone accounts, including printing reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control ensuring visitors sign in. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. P Adonis Tel No: (041) 508 9778                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | All applications to be submitted online on the following link:<br><a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>POST 19/147</u></b>  | : | <b><u>CLEANER REF NO: 230625/09</u></b><br>Branch: Water & Sanitation Services Management Eastern Cape<br>CD: Provincial Operations Eastern Cape<br>Dir: Corporate Support Services<br>Div: Auxiliary Services EC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R138 486 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Cradock                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | An ABET certificate. Experience in cleaning services will serve as an added advantage. Knowledge of cleaning principles. Knowledge of chemical use (dilution/mixing). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal relations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Provision of basic cleaning services. Keeping and maintaining of cleaning equipment and managing stock of cleaning materials. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. Emptying and cleaning of waste bins. Collecting and removing of office waste. Freshening of offices, boardrooms, working areas, kitchen and storerooms. Cleaning the restrooms, refilling the hand wash liquid soap, replacing paper towels, toilet papers and emptying and cleaning of wash waste bins. Assisting with other duties as and when required.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr. S Dyolisi Tel No: (043) 604 5425                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Applications to be submitted online on the following link:<br><a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a> or hand deliver to: Department of Water and Sanitation, No2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>         | : | NB: Preference will be given to candidates residing within the geographical area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr Amukelane Misunwa Tel No: (012) 359 0240 / Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 23 June 2025 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the

objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

#### **OTHER POSTS**

**POST 19/148** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DWYPD/014/2025**

**SALARY** : R468 459 per annum (Level 09), fully inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate, National Diploma (NQF level 6) in Management Services/Operations/ Production Management/ Industrial Engineering/ Work Study or equivalent related qualification as recognized by SAQA; and Certificate of successful completion of National School of Government (NSG) as a Job Analyst. Minimum of four (4) years' practical experience in Organisational Development/ Effectiveness/ Work Study services of which (2) years should be at supervisory level. Knowledge and application of Batho Pele Principles. Knowledge of departmental strategic objectives and interpretation thereof. Design of functional and organisational structures. Application of the Public Service Occupational Classification System. Implementation of the Compensate Evaluate system. Regulatory and compliance requirements and procedures related to Organisational Design in the public service.

**DUTIES** : Facilitate the design and review of the organisational structure and Post Establishment; arrange meetings with relevant clients to gather relevant information regarding their request and conduct investigation (i.e. conduct functional analysis; design functional structure; determine post establishment (work measurement); design organisational structure; business process, etc); Compile and submit report based on preliminary findings and recommendations to supervisors for amendments/amend sub-ordinate report; Communicate approved recommendations of investigations with clients; Consult with the MPSA on changes to the organisational structure in compliance with the PSR of 2016, as amended; Provide support on the determination of MTEF COE cost implications of the post establishment; Provide assistance in ensuring alignment between the funded post establishment and PERSL; Provide support on change management processes to support the implementation of the organisational structure; Maintain data and provide management reports related to the Department's post establishment. Facilitate and coordinate the development and/ or review of job descriptions; Develop a template suitable for the purposes of the Department that meets DPSA compliance requirements; Facilitate the development and quality assurance of job descriptions for posts on the approved establishment; Maintain a repository of approved and signed job descriptions, and database of relevance to ensure that job descriptions remain valid and are updated at least every 60 months. Undertake evaluations of jobs on the organisational and post establishment; Conduct preliminary evaluations/benchmark exercises and present finding to the Job Evaluation Panel; Coordinate Job Evaluation Panel meetings; Provide secretarial support to the Job Evaluation Panel; Facilitate approval of grades as recommended by the Job Evaluation Panel. Facilitate Business Process management services; Analyse current business process; Make proposals on improved business process; Finalise the improved business process; Survey for monitoring and evaluation. Maintain and report on the HR Information repository; Collect, collate, analyse, interpret and report HR information; Compile monthly personnel expenditure reports; Maintain monthly Post Establishment reports; Compile and maintain Human Resource Oversight database; Compile quarterly and annual Human Resource Oversight Reports; Capture, facilitate approval and submit annual Employment Equity reports to the Department of Employment and Labour.

**ENQUIRIES** : Mr Stephen Tsolo Tel No: (012) 359 0420  
**APPLICATIONS** : [Recruitment02@dwypd.gov.za](mailto:Recruitment02@dwypd.gov.za)

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| <b><u>POST 19/149</u></b>  | : | <b><u>ADMINISTRATIVE ASSISTANT: ECONOMIC EMPOWERMENT AND PARTICIPATION IN THE CHIEF DIRECTORATE ECONOMIC EMPOWERMENT OF WOMEN REF NO: DWYPD/015/2025</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R269 499 per annum (Level 06), plus benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | A Grade 12 certificate or equivalent NQF level 4 qualification. No experience required. Knowledge: Knowledge of departmental policies and applicable protocols; Regulatory framework governing the public service. Skills: effective verbal communication; basic numeracy; computer literacy, particularly in the MS Office Suit and Intranet; Interpersonal relations; general office administrative and clerical skills. Personal Attributes: Resourceful; Ability to work under stressful situation; Ability to communicate at levels; People oriented; trustworthy; punctual; hard-working; self-motivated; Ability to work independently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Provide secretarial and clerical support to the office of the Chief Director. Coordinate the Chief Director's daily programme; Screen all call directed to the Chief Director; Provide secretarial support to meetings convened by the Chief Director; Liaise with internal and external stakeholders. Manage the front desk operation of the Office of the Chief Director. Receive and attend to visitors of the Office of the Chief Director; Respond to enquiries directed to the Office of the Chief Director. Render logistical support services to the office of the Chief Director. Make travel and accommodation arrangements for the office of the Chief Director; Facilitate the procurement of goods and services for the office of the Chief Director; Facilitate payment of subsistence and travel claims for the office of the Chief Director. Render administrative support to the Office. Develop and maintain an effective filing and retrieval system in the Office of the Chief Director; Effectively manage, monitor and track correspondence related to the Office of the Chief Director; Compile correspondences on behalf of the Chief Director; Compile and co-ordinate documentation for Chief Director's meetings; Develop and maintain an effective filing system in the Office of the Chief Director; Manage the leave register for the office of the Chief Director; Monitor the budget of the office of the Chief Director. |
| <b><u>ENQUIRIES</u></b>    | : | Ms Anna Mnguni Tel No: (012) 359 0407                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:Recruitment03@dwypd.gov.za">Recruitment03@dwypd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |