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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 OF 2025

DATE ISSUED 20 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.

AMENDMENTS

DEPARTMENT OF CORRECTIONAL SERVICES: Kindly take note that the department has withdrawn ALL advertised agricultural posts, as it appears in Public Service Vacancy Circular 20 dated 13 June 2025, with a closing date of 30 June 2025. The details are as follows: Farm Manager (CB5) - all regions with various reference numbers; Security Manager (CB4) (Animal Production) - all regions with various reference numbers; Security Manager: Agriculture (CB 4) - all regions with various reference numbers and Security Officer: Agriculture (CB 1-3) (both posts) – all regions with various reference numbers.

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF COMMUNITY SAFETY AND LIAISON: Please note that the closing date for the post of Chief Financial Officer with Ref No: CL18/2025, that was advertised in Public Service Vacancy Circular 18 dated 30 May 2025, has been extended to 04 July 2025.

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DEPARTMENT OF DEFENCE



- CLOSING DATE** : 04 July 2025 (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 21/01** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: DHRMAINT/22/21/25**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
- CENTRE** : D HR Maintenance, Bank of Lisbon, Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a minimum of three to five (3-5) years relevant experience in Human Resource Management. Knowledge and courses of PERSOL mainframe or PERSAL system will be an added advantage. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Knowledge of Honours and Awards Policies, processes. Qualified in PERSOL system and remain abreast with relevant policies. Good communication skills (Verbal and Written), ability to work under pressure, and client orientated. Interpersonal relationship and, problem solving skills, Maintain self-discipline and be able to interpret policy directives.
- DUTIES** : Ensure management and maintenance of a register wrt approved general orders. Receive medal application forms. Verify the completeness and correctness of all applications and relevant documentation attached. Obtain approval for the award of clasps, decorations and medals for long service to members of the SANDF. Obtain approval when necessary for forfeiture or annulments. Compile General Orders for Public Service Act Personnel (PSAP) Long Service Awards. Updating of the central awards register and Mainframe system at all times. Filing of all documentation. Registration of all Long Service

		applications. Bravery and Merit awards (Register all citations). Register Campaign awards Handle enquiries relating to Long Service Awards.
<u>ENQUIRIES</u>	:	Maj M.P. Monaheng Tel No: (012) 339 5607/Ms B.T. Nkuna Tel No: (012) 339 5385
<u>APPLICATIONS</u>	:	Department of Defence, Directorate Human Resource Maintenance, Private Bag X976, Pretoria, 0001, may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets, Pretoria or email to: lesegodibakwane@yahoo.com
<u>POST 21/02</u>	:	<u>PERSONAL ASSISTANT REF NO: CSD/13/14/25</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Chief of Staff SANDF, Corporate Staff Division, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma or equivalent qualification. A minimum of three to five (3-5) years' experience in rendering administrative support to a senior manager, including specific experience in assisting with the compiling of agendas and taking minutes during strategic meetings. The successful candidate must be willing to travel locally and globally with the Senior Manager in executing his/her functions directed by the Senior Manager. Special Requirement (skills needed): Excellent written and verbal communication skills; Ability to communicate well with people at different levels and from different backgrounds; Computer skills; Excellent telephone etiquette; Interpersonal skills; Conceptual thinking and problem solving skills; Planning Skills; Sound organising skills; Analytical thinking; Ability to analyse documents; Good interpersonal relationships; Good presentation skills. Basic knowledge of financial administration and regulatory framework. Possession of valid driver's license is recommended.
<u>DUTIES</u>	:	A successful candidate will be required to perform the following duties: Provide administrative and Secretarial support services to the senior manager. Analyse the relevant regulatory prescripts/policies and advise the senior manager accordingly in terms of their applicability for effective and efficient support to the senior manager. Analyse and scrutinise documents to determine actions required before the meetings. Coordinates the procurement of goods and items for the activities of the senior manager. Coordinates logistical arrangements for the meetings of senior manager. Coordinates the travel and accommodation arrangements for senior manager during meetings and visits. Ensure configuration control of the senior manager Agendas, Minutes, Decision Register and related Instructions.
<u>ENQUIRIES</u>	:	Col F.H. Josephs Tel No: (012) 355 6026
<u>APPLICATIONS</u>	:	Chief of Staff SANDF, Corporate Staff Division, Private Bag X161, Pretoria, 0001 or may be hand delivered to Armscor Building, corner of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or may email to csdrecruitment@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.

<u>CLOSING DATE</u>	:	04 July 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	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. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. 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. 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. If you have not been contacted within eight (8) weeks 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 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

<u>POST 21/03</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR4/4/5/27</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Labour Centre: Estcourt

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Environmental Health/ Occupational Health/ Hygiene/ Analytical Chemistry/ Chemical Engineering. Four (4) years functional experience in Health and Hygiene inspection/ services. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SF Kubeka Tel No: (031) 366 2121
	:	Specialist OHS, KZN Provincial Office: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, The Royal Hotel Building, Durban 4001.
	:	For Online Applications: Jobs-KZN28@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 21/04</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL COMPLIANCE REF NO: HR4/25/06/64HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office: Pretoria
	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Financial Management/ Accounting/ Auditing. Four (4) years' experience of which two (2) years at supervisory level and two (2) years functional experience of SOEs/ Financial Management/ Accounting/ Auditing. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practices (GRAP). Skills: Planning and organizing, Communication (written and verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation, Analytical, Financial and Performance Report writing.
<u>DUTIES</u>	:	Promote awareness (advocacy) on all matters of financial compliance within the Department. Monitor and assess financial compliance, reporting, investigations and financial advisory. Manage, monitor and advise SOEs on corporate governance compliance and perform financial oversight. Evaluate financial statements of industries falling within the Ministerial National Minimum Wages and make recommendations on the affordability of such applications. Manage and supervise the resources of the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Max Tsotetsi at 067 428 0050
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/05</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/46</u> This is a re-advertisement, applicants who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Compensation Fund, Pretoria
	:	Three-year qualification (on NQF Level 6) in Information Systems/Technology/Informatics. 4 years' functional experience in Information systems of which 2 years is supervisory. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA Guidelines. Public Service Act (PSA). Legislative requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical proficiency. Business Writing Skills. Communication

		(verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Managing inter-personal conflict and resolving problem. Planning and organizing. Problem solving and decision making Team leadership.
<u>DUTIES</u>	:	Enhance the performance and functionality of Financial Management systems. Co-ordinate daily activities of the systems and provide support to end users. Co-ordinate the regular maintenance of financial systems. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CP Bates at 082 462 8522
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 21/06</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY ASSURANCE REF NO: HR 5/1/2/3/47</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Compensation Fund, Pretoria
	:	Three-year tertiary qualification (on NQF Level 6) in Internal Audit/Accounting/ Cost and Management Accounting. Certificate as Accredited Quality Assurance Assessment/Validation (Internal Audit). Internal Audit Technician Certification- IAT is required. Professional Internal Auditor-PIA as an added advantage. Certified Internal Auditor-CIA as an added advantage. 4 years' functional experience in Internal Audit Quality Assurance of which 2 years in supervisory experience. Institute of Internal Auditors (IIA). Knowledge: Compensation Fund policies, procedures, processes. Performance Audit standards. Internal Audit standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and Organizing. Team leadership. External Environmental Awareness.
<u>DUTIES</u>	:	Provide inputs and implement the internal audit quality assurance policies and procedure manuals. Manage and monitor the promotion of quality assurance within the IA directorate. Coordinate the Internal Audit directorates quality assurance program. Management of resources in the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PS Zwane at 082 310 4510
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/07</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT DATA ANALYTICS SPECIALIST REF NO: HR 5/1/2/3/48</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Compensation Fund, Pretoria
	:	Three-year tertiary qualification (on NQF Level 6) in Computer Science/ Information System/ Informatics/ Internal Audit/ Data Analytics. Data Science, Business Analytics or a certificate in data analytics. 4 years' functional experience in ICT Audit or data Analysis environment. Institute of Internal Auditors (IIA). Knowledge: Financial Management. ICT Audits standards. COBIT (Control objectives for information related technologies) framework. Data Analytics or Big Data Framework. Continuous auditing knowledge in Data Governance and Data Quality. Statistical knowledge. COIDA. Scripting in some language e.g. SQL. Protection of personal information Act and General Data Protection Regulation. Legislative Requirements: PFMA and National Treasury Regulations. Skills: Financial analysis. Presentation skills. Decision making.

		Research. Structured Query Language. Planning and organizing. Team leadership. External Environmental Awareness.
<u>DUTIES</u>	:	Identify appropriate data sources and data elements required to design and develop data analysis routines. Facilitate internal audit extraction and transformation processes. Establish and maintain effective systems of internal auditing data and exploration. Create dashboards and /or reports.
<u>ENQUIRIES</u>	:	Ms T Dikokoe at 071 148 4046
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/08</u>	:	<u>ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: HR 5/1/2/3/49</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (on NQF Level 6) in Risk Management/ Forensic Auditing/ Criminal/ Forensic Accounting/ Commerce. 4 years' functional experience on Fraud Management. Knowledge: Public Service Act. Customer service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Corporate governance guidelines and strategies. Directorate goals and performance requirements. Investigation principles and practices. Information system terminology, concept and practices. Understanding of fraud, corruption risks and effective risk management techniques, forensic audit practices. Knowledge of professional standards of Associations of Certified Fraud Examiners (ACFE) and or internal standards for Professional Practices of Internal Audit. Legislative Requirement: National intelligence Act. Criminal procedure Act. The prevention of Organized Act, Act No; 121 of 1998 (POCA). The Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2003 (PRECCA). The Protected Disclosure Act, Act No. 26 of 2000 (PDA). The Public Finance Management Act, Act No. 1 of 1991 (PFMA) AS AMENDED. National Treasury regulation. Promotion of Access to information Act (PAIA). Promotion Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Skills: Stakeholder relations management. Client orientation and customer focus. Campaign management. Project management. Problem solving and analysis. Strategic planning and organizing. Knowledge management. Decision making. People management. Computer literacy. Research skills. Good communication and interpersonal skills. Relationship management/ alliance partnering. Diversity management. Critical system thinking. Driving.
<u>DUTIES</u>	:	Provide inputs into the development of fraud prevention and integrity management strategies, policies and procedures. Co-Ordinate and implement the development fraud prevention, policies and procedures. Co-Ordinate the anti- fraud and corruption training program. Co-Ordinate and implement various detection techniques and cyber-crime in the Fund. Implement and maintain fraud prevention best practices.
<u>ENQUIRIES</u>	:	Mr I Moloto at 071 677 0277
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/09</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HR 4/4/8/102</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberly
<u>REQUIREMENTS</u>	:	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.

DUTIES : 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.

ENQUIRIES : Ms N Litheko Tel No: (053) 838 1632
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za

POST 21/10 : **ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR 4/4/8/924**
 Re-advert, applicants who previously applied must re-apply

SALARY : R468 459 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : A relevant three (3) years' qualifications at NQF6 in Business/ Public Administration/ Public Management/ Financial Management/ Facilities Management/ Property Management and Real Estate Management. Driver's License. Two (2) years supervisory experience, two (2) years functional experience in administrative environment. Knowledge: Relevant Departmental policies and procedures. Basic Conditions of Employment Act. Batho Pele Principles. Minimum Information Security Standard. Archives Records. National Archives and Records Service. Safety and Security. Accommodation procedures. Damage and Loss control. Skills: Communication. Interpersonal relations. Decision-making. Problem solving. Presentation. Conflict management. Computer Literacy.

DUTIES : Manage the office accommodation and maintenance operations for the province. Facilitate the administration functions on security services within the province. Manage and monitor effective records management services in the province. Monitor and ensure that all ITC equipment is operational.

ENQUIRIES : Ms. N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs9@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 21/11 : **RISK PRACTITIONER: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/50**

SALARY : R397 116 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification (on NQF Level 6) in Risk Management and /or Internal Auditing environment. 2 years' functional experience in risk management/ internal auditing environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value Chain and business processes. Customer Services principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Corporate governance guidelines and the development of policies and strategies. Risk assessment. Risk management and audit practices. Knowledge of investigation methods and techniques. Required information technology knowledge. Compensation Fund information technology operating systems. DPSA guidelines on COIDA. Framework for risk governance. Risk management compliance. Risk management policies and procedures. Legislative Requirements: Public finance Management Act (PFMA). Compensation for Occupational injuries and diseases Act (COIDA), regulations and policies. Public service regulations. Treasury regulations. Supply chain

		management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Unemployment Insurance Act (UIA). LRA, EE Act, SDA & BCEA. Skills: Excellent communication (verbal and Written). Programme and project management. Problem solving and analysis. Research analysis and methodology. Decision making.
<u>DUTIES</u>	:	Implement risk management strategy and policies. Organize and participate in risk awareness and educational campaigns to inculcate a culture of risk management. Perform secretarial duties for the Fund's Risk Committee.
<u>ENQUIRIES</u>	:	Mr MJ Raganya at 064 951 5145
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/12</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HR 5/1/2/3/51</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resources Management/ Human Resource Development/ Management of Training/ Public Management. Two (2) years functional experience in Human Resource Development/ Training and Development environment at supervisory level. Knowledge: Compensation Fund business processes. Public Service Regulations. Public Service Act. Stakeholders and Customers> Customers Service (Batho Pele Principles). Technical knowledge. DoL Training and Development Policy. Competency framework for different areas. Digital Acumen/ Relevant HRM system/ Learning system/ Performance Systems etc Project Management and Planning. Legislative Requirement: PFMA and Treasury regulations. Skills Development Act. Skills: Coaching and Mentoring. Conflict Management. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Service Delivery Innovation. Stakeholder Development & Relations. Digital acumen. Data Gathering, Analysis. Research and Benchmarking.
<u>DUTIES</u>	:	Coordinate the implementation of bursary for the Fund. Coordinate Compulsory Induction Programmes (CIP) and departmental orientation program in the Compensation Fund. Develop the Workplace skills plan programs (WSP) and HRD strategies. Implement the Workplace Skills plan (WSP) and training interventions as per personal development plans (PDP" s). Coordinate the developmental programmes of the Fund. Supervise staff and resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr WN Khuzwayo at 076 430 1163
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/13</u>	:	<u>FRAUD INVESTIGATOR REF NO: HR 5/1/2/3/52</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (on NQF Level 6) in Forensic Investigation/ Law/ Accounting/ Auditing/. A Certificate Fraud Examine (CFE) would be an added advantage. A Valid driver's license. 2 years of functional experience in conducting Forensic Investigation into economics crimes especially on anti-fraud and corruption environment. Knowledge: Compensation Fund regulations, policies and procedures. Customer Service (Batho Pele Principles). Criminal law, Criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Understanding of Fraud

and corruption processes. Legislative Requirement: COIDA. National intelligence Act. Protection of Information Act. Criminal procedures Act. PFMA and Treasury Regulations. Promotion of Access to Information Act. PAJA. Skills: Report writing. Client orientation and customer focus. Communication (verbal and written). Conducting an inquiry and investigations. Problems solving and analysis Planning and organizing. Knowledge management. Negotiation. Decision making. Pro-activeness and initiative. Computer literacy. Time management. Teamwork and collaboration. Quality and Excellence orientation.

DUTIES : Implement Anti-fraud and Corruption strategies and other fraud and Corruption policies. Conduct forensic investigation into act of fraud and Corruption reported within the Fund. Provide support on system analysis. Liaise with appropriate sections within the department and external stakeholders on fraud measures.

ENQUIRIES : Mr NM Skosana at 063 773 8250

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 21/14 : **PUBLIC LIAISON OFFICER REF NO: HR 5/1/2/3/53**

SALARY : R397 116 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year qualification (on NQF Level 6) in Public Management/ public Relations/ Humanities/ Business Administration. 2 years' functional experience in complains/ compliment environment. Knowledge: Compensation Fund objectives and business processes. Contact Centre goals. Customer care (Batho Pele Principles). Required IT Knowledge. Contact Centre quality assurance objectives. Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Skills: Service delivery innovation. Client orientation and customer focus. Excellent communication (Verbal and Written). Planning and organizing. Problem solving and analysis. Conflict management. Decision making. Budgeting and Financial Management. Continuous improvement. People and Performance Management. Diversity Management.

DUTIES : Handle electronic and voice queries from the Presidential, DG and Commissioners Hotline. Effectively utilize Contact Centre Multimedia System. Render administrative services. Participate in continuous process improvement initiatives. Supervise staff.

ENQUIRIES : Mr T Sekome at 066 480 3960

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/15 : **SENIOR PRACTITIONER: ICT AUDITS REF NO: HR 5/1/2/3/54**

SALARY : R397 116 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Internal Audit/ Accounting/ Computer Science/ Information System. Internal Audit Technician-IAT as an added advantage. Member of Institute of Internal Auditors (IIA) or ISACA. 2 years' functional experience in ICT Audit environment. Knowledge: Compensation Fund policies, procedure, processes. ICT Audits standards. COBIT (control objectives for information related technologies) framework. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical Thinking. Decision making. Communication

		(verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environment Awareness.
<u>DUTIES</u>	:	Assist in planning ICT audit engagements. Perform ICT audit engagements. Communicate ICT audit results. Follow up the implementation of ICT audit recommendations. Compile an audit file.
<u>ENQUIRIES</u>	:	Ms PV Musetsho at 067 077 1095
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/16</u>	:	<u>OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/5/32</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Stanger
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3 year recognised qualification at NQF6 in the relevant field, ie. Mechanical Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr B Zondi Tel No: (032) 307 0989
<u>APPLICATIONS</u>	:	Acting Deputy Director: Stanger Labour Centre, PO Box 138, Stanger, 4450 Or hand deliver at 12 Cato Street, Stanger. For Online Application: Jobs-KZN10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 21/17</u>	:	<u>INSPECTOR REF NO: HR4/4/5/26</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Durban
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), 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 and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of 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.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 336 1500
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. Alternatively e-mail to Jobs-KZN7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal.
<u>POST 21/18</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/105</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	BPROC/ LLB/ BCOM LAW. A valid driver's license. Minimum experience: 1 year in the legal/ compliance environment. Knowledge: Public service transformation and management issues, Public service act, Treasury regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytic, Verbal and written communication.
<u>DUTIES</u>	:	To plan and independently administer work referred to Statutory Services for enforcement of non-compliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors of the provinces. Compile stats for the unit.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel: (053) 8381632
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 21/19</u>	:	<u>OHS INSPECTOR (X3 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Postmasburg Labour Centre (Northern Cape) Ref No: HR4/4/8/106 (X1 Post) Springbok Labour Centre (Northern Cape) Ref No: HR4/4/8/107 (X1 Post) Upington Labour Centre (Northern Cape) Ref No: HR4/4/8/108 (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Two (2) years functional experience in inspections and enforcement of labour legislations or in the relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act, Employment Equity Act – relevant key elements, Basic Conditions of Employment Act – relevant key elements, Relevant guidelines of aforementioned legislation 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.

<u>DUTIES</u>	:	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. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other 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 OHS and other 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Litheko Tel No: (053) 8381632
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 21/20</u>	:	<u>TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Labour Centre: Postmasburg Ref No: HR4/4/08/109 (X1 Post)
	:	Labour Centre: Kimberley Ref No: HR4/4/8/110 (X1 Post)
<u>REQUIREMENTS</u>	:	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 licence. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Litheko Tel No: (053) 8381632
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 21/21</u>	:	<u>OHS INSPECTOR: CONSTRUCTION ENGINEERING REF NO: HR4/4/5/01</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Labour Centre: Estcourt - KZN
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3 year recognised qualification at NQF6 in the relevant field, ie. Civil Engineering/Construction. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving

		skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms J Fakazi Tel No: (036) 352 7767
<u>APPLICATIONS</u>	:	Deputy Director: Estcourt Labour Centre, PO Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Application: Jobs-KZN18@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 21/22</u>	:	<u>OHS INSPECTOR: ENVIRONMENTAL HEALTH REF NO: HR4/4/5/02</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Kokstad - KZN
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3 year recognised qualification at NQF6 in the relevant field, ie. Occupational Hygiene or Environmental Health. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr S Ngqoza Tel No: (039) 727 2140
<u>APPLICATIONS</u>	:	Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Application: Jobs-KZN30@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 21/23</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL SYSTEM REF NO: HR4/25/06/35HO</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6) as recognized by SAQA in Accounting/ Financial Management. Two (2) years functional experience in Finance environment. Knowledge: Departmental policies and procedures, Delegation of Authority, Batho Pele Principles, Transversal Financial System

		(PERSAL, Logis), Budgeting, General knowledge of Labour Legislation, Extensive knowledge of Basic Accounting System. Skills: Computer skills(Word, Excel, Power Point, BAS) Analytical, Communication (Verbal & written), Interpersonal, Supervisory, Problem solving, Report writing, Performance Management, Mentoring and coaching, Financial Management.
<u>DUTIES</u>	:	Capture and maintain Basic Accounting System (BAS) user access for the Department-BAS security. Set up and maintain BAS code structure (items, objectives, responsibilities, etc) transaction processing rules, items processing rules, parameters, etc (Static data). Ensure that BAS and all functional areas are available on a daily basis. Maintain BAS entity database on a daily basis. Manage BAS help desk facility. Supervise and ensure development of subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ29@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/24</u>	:	<u>STATE ACCOUNTANT: BANK RECONCILIATION REF NO: HR 5/1/2/3/55</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Compensation Fund, Pretoria
	:	Three-year qualification (on NQF Level 6) in Accounting/Financial Management. 1-year experience in Financial Management. Knowledge: Financial Management. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles. Labour Relations Act (LRA). Basic Condition of Employment Act (BCEA). Legislative Requirement: COIDA Act. Public service Act. PFMA and National Treasury Regulations. Constitution Act 108 of 1996 (amended). Public Service Regulations Skills: Business Writing Skill. Decision making. Budgeting and Financial Management. People and Performance Management. Conflict management. Planning and organizing. Problem solving. Project or programme management. Team leadership. Risk Management.
<u>DUTIES</u>	:	Perform the overall maintenance of the bank accounts. Perform manual and electronic reconciliation process. Clear all exceptions and un-reconciling items. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JT Khafe at 060 989 8274
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/25</u>	:	<u>PRACTITIONER: THIRD PARTY REF NO: HR 5/1/2/3/56</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Compensation Fund, Pretoria
	:	Three-year qualification (on NQF Level 6) in Financial Management/ Financial Accounting. 1-year functional experience in debt collection environment. Knowledge: Compensation Fund business strategies, policies and procedure. Customer Service principles (Batho Pele Principles). Understanding audits process, principles and practices. Understanding financial risk. Understanding public sector revenue and receivable process. Debt Collection internal controls. COIDA. Legislative Requirement: PFMA. National Treasury regulations. Promotion of Access to Information Act. Protection of personal information Act. Skills: Computer literacy. Technical proficiency. Business Writing. Analytical thinking. Decision making. Communication (verbal and written). Managing inter-personal and problem solving. Planning and organizing. Team leadership.
<u>DUTIES</u>	:	Attend to the collection of debt. Conduct debtor administration. Attend to final award letters. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Bouwer at 082 782 8609
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/26</u>	:	<u>MAINTENANCE OFFICER (ELECTRICAL) REF NO: HR 5/1/2/3/57</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Compensation Fund, Pretoria Three-year qualification (on NQF Level 6) in Electrical Engineering. 1-year functional experience in electrical maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirement: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public service Act. National Environmental Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Decision making. Communication (verbal and Written). Planning and organizing. Problem solving. Project or programme management.
<u>DUTIES</u>	:	Perform schedule electrical preventative duties as per the maintenance plan to support the objectives of the Fund. Conduct electrical component assessment to effect all unplanned repairs and maintenance needs. Assess and monitor electrical related contractors. Render administration duties for the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MS Mokau at 060 971 4675 Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 21/27</u>	:	<u>INSPECTOR: IES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Springbok Labour Centre Ref No: HR4/4/8/114 (X1 Post) Labour Centre: Kuruman Ref No: HR 4/4/8/115 (X1 Post) Ficksburg Labour Centre Ref No: HR 4/4/8/922 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. 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 Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 838 1632 Mr Ayanda Kutuka Tel No: (058) 713 0373
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Free State.

<u>POST 21/28</u>	:	<u>CLAIMS PROCESSOR: COMPENSATION FUND (X3 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Gqeberha Labour Centre Ref No: HR4/4/4/4 (X2 Posts)
	:	Mthatha Labour Centre Ref No: HR4/4/4/5 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification degree/diploma at NQF6/7 in Public Management/ Administration/ Social science/ OHS/Finance/HRM is required. 1-2 years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of access to Information Act, Road Accident Fund (RAF) Act and PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skill, Communication (written and verbal), Data Capturing, Data Capturing, Data and records management and Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Handle claims registration documentation, prepare for adjudication. Prepare for medical claims processing and Render administrative duties.
<u>ENQUIRIES</u>	:	Mr M Ngqolowa Tel No: (041) 506 5000 Ms Z Zaula Tel No: (047) 501 5600
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X5080, Umtata, 5100, Hand deliver at Manpower Building CNR Elliot and Madeira Street, Umtata, 5100. Email: Jobs-EC7@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045 Gqeberha, 6000, Hand deliver at VSN Centre 116-134 Govan Mbeki Avenue Gqeberha, 6000. Email: Jobs-EC7@labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations
<u>POST 21/29</u>	:	<u>ACCOUNTING CLERK FINANCE REF NO: HR 4/4/8/930</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. No experience required. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Financial prescripts and manuals. Batho Pele Principles. Departmental Policies and Procedures. Skills: Planning and organising. Computer literacy. Communication. Problem solving. Accounting. Analysis.
<u>DUTIES</u>	:	Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, Logis, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.
<u>ENQUIRIES</u>	:	Ms N Tokwe Tel No: (051) 505 6204
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Email: jobs-fs7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 21/30</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/8/117</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Labour Centre: Springbok
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ National Senior Certificate. Knowledge: Batho Pele Principles. Departmental Policies. Treasury Regulations Skills: Verbal and written communication. Interpersonal relations. Problem solving. Computer Literacy. Analytical. Planning and organizing.
<u>DUTIES</u>	:	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 Resources Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the records in a Labour Centre daily.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 838 1632

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>POST 21/31</u>	:	<u>ACCOUNTING CLERK: DEDUCTIONS REF NO: GAP-PRET-23355930-20250611-1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office, Pretoria
<u>DUTIES</u>	:	Grade 12/ Matric/National Senior Certificate with Accounting as a passed subject. No experience required. Knowledge: Basic knowledge of Accounting System, Treasury Regulations, Financial Regulations. Skills: Computer literacy, Communication (verbal and written), Writing, Accounting, Planning. Administer Suspense Accounts. Administer Accounts Reconciliations, Tax, IRP'5 Certificates, Debtors and PERSAL /BAS reconciliation. Administer deductions for the Subsidized Vehicles, Medical Aid and Garnishee Orders. Compile journals for travel invoices. Administrator Services benefits.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012)309 4887 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/32</u>	:	<u>ACCOUNTING CLERK: FINANCIAL CONTROL REF NO: GAP-PRET-83072951-20250611-1 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office, Pretoria
<u>DUTIES</u>	:	Grade 12/Matric/ National Senior Certificate with Accounting as a passed subject. No experience required. Knowledge: Basic knowledge of PERSAL, Extensive Knowledge of Basic Accounting System, Departmental policies, Basic knowledge of intranet system, Financial Delegation and Authority, Treasury Regulations, PFMA. Skills: Computer literacy, Communication (verbal and writing), Analytical, Planning and organisation. Handle and respond to all queries in relation to the Financial Control. Capture BAS documents for the Department of Employment and Labour. Compile and analyse Financial Control report documentation. Conduct inspections at Head Office, Provincial Offices and Labour Centres for compliance of Treasury Regulations and PFMA. Manage stationary and sage guarding of documents by Financial Control section.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/33</u>	:	<u>ACCOUNTING CLERK: SALARY PREPARATION REF NO: GAP-PRET-18387357-20250611-1 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office, Pretoria
<u>DUTIES</u>	:	Grade 12/ Matric/ National Senior Certificate with accounting as a passed subject. No experience required. Knowledge: Basic Accounting System, Treasury Regulations, PFMA. Skills: Computer literacy, Communication, Writing, Accounting, Ability to use a calculator, Ability to read BAS reports. Implement salary benefits and deductions. Implement the recovering of staff debts. Clearing of suspense accounts. Filing of documents. Create entities on BAS and PERSAL.
<u>ENQUIRIES</u>	:	Mr Johnathan Reddy Tel No: (012) 309 4887

	ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/34</u>	: <u>ACCOUNTING CLERK: SERVICE TERMINATIONS REF NO: GAP-PRET-22577491-20250611-1 (X4 POSTS)</u>
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Head Office, Pretoria
<u>REQUIREMENTS</u>	: Grade 12/Matric/National Senior Certificate with Accounting as a passed subject. No experience required. Knowledge: Basic knowledge of Accounting System, Treasury Regulations, PERSAL system, PFMA. Skills: Computer literacy, Communication (verbal and written), writing, Accounting.
<u>DUTIES</u>	: Determine, process service benefit and liabilities. Clear suspense accounts. Correctly perform monthly reconciliations.
<u>ENQUIRIES</u>	: Mr Johnathan Reddy Tel No: (012) 309 4887 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/35</u>	: <u>PROVISIONING CLERK: TENDER ADMINISTRATION/ACQUISITION REF NO: GAP-PRET-19165048-20250611-1 (X2 POSTS)</u>
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Head Office, Pretoria
<u>REQUIREMENTS</u>	: Matriculation/Grade 12/Matriculation/National Senior Certificate. Knowledge: Public Service Act, Public Finance Management Act (PFMA), Supply Chain Management Framework, Departmental policies and procedures, Treasury Regulations, Prescriptions/directives issued by National Treasury and Departments, Broad Based Black Economic Empowerment Act, Policy guidelines and framework for SCM and PFMA, Computer Systems, LOGIS and BAS, LOGIS System, Batho Pele Principles, National Treasury Act, State Tender Board Act. Skills: Client orientation and customer focus, Computer literacy, Interpersonal relations, Conflict management, Communication (written and verbal).
<u>DUTIES</u>	: Provide administration services to the Sub-Bid Adjudication Committee (SBAC). Provide administration services to the Departmental Bid Adjudication Committee (DBAC). Render administration support services.
<u>ENQUIRIES</u>	: Mr Themba Maseko Tel No: (012) 309 4826 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/36</u>	: <u>SENIOR REGISTRY CLERK REF NO: GAP-PRET-21833737-20250611-1 (X2 POSTS)</u>
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Head Office, Pretoria
<u>REQUIREMENTS</u>	: Grade 12/ Matric/ National Senior Certificate. No experience required. Knowledge: Registry and Records management, Batho Pele Principles. Skills: Computer literacy, Customer Relations, Interpersonal relationship.

<u>DUTIES</u>	:	Render effective and efficient Registry Services. Opening of file according to approved records classification/File Plan. Process records for archiving and disposal. Handle incoming and outgoing departmental correspondence.
<u>ENQUIRIES</u>	:	Mr PNR Tshitadzi Tel No: (012) 309 4110 ESSA System Enquiries: Mr. Mthobisi Ngwenya - 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/37</u>	:	<u>SENIOR ADMIN CLERK (ACCOUNTS AND BOOKINGS) REF NO: GAP-PRET-23521830-20250611-1</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Matric/ National Senior Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA) Departmental policies and procedures, Project management, Intermediate Human Resources Development, Public Service Regulations. Skills: Leadership Facilitation, Computer Literacy, Presentation, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Check completeness and correctness of bookings for air travel, hotel accommodation and conference venues in the Department. Consolidate information of invoices and prepare payment to service providers. Check that irregular, Fruitless and Wasteful Expenditure are recorded and reported. Verify compliance on Travel IT.
<u>ENQUIRIES</u>	:	Mr P Kgare Tel No: (012) 309 4485/072 611 5798 ESSA System Enquiries: Mr. Mthobisi Ngwenya at 066 481 8403 - Mthobisi.Ngwenya@LABOUR.gov.za and Ms. Sameera Khan Sameera.khan@labour.gov.za
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/38</u>	:	<u>OFFICE AID REF NO: HR 4/4/8/926</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Parys Satellite Office
<u>REQUIREMENTS</u>	:	Standard 8/ Grade 10. No experience. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Mr. S Malope, Tel: (056) 215 1812
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Email: jobs-fs2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

<u>APPLICATIONS</u>	:	<p>Cape Town: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.</p> <p>Pretoria: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.</p>
<u>FOR ATTENTION</u>	:	Human Resource Management
<u>CLOSING DATE</u>	:	07 July 2025, 17H00
<u>NOTE</u>	:	<p>Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.</p>

OTHER POSTS

POST 21/39 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: AIR QUALITY AUTHORISATIONS POSTS REF NO: CCAQ07/2025 (X2 POSTS)**

SALARY : R612 480 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : A four (4) year Degree (NQF Level 8) in Natural or Environmental Management/Sciences or equivalent qualification within the related field plus 6 years post qualification experience in the relevant field. Knowledge of the National Environmental Management Air Quality Act; atmospheric emission license regulatory requirements, processes and procedures; industrial process and abatement technologies, especially those relating to emissions to the air and the atmosphere; Environmental Impact Assessment procedures. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus communication, client relations, stakeholder engagement, public relations research, strategic capacity and leadership. Good interpersonal relations skills, articulate, ability to work with difficult people and to resolve conflict, ability to work under pressure, sense of responsibility and loyalty, initiative and creativity. Ability to gather and analyze information. Ability to work individually and in a team. Team player. Goal oriented. Loyalty. Commitment. Honesty and integrity. Enthusiasm. Reliability. Positive self-esteem. Initiative and creativity. Self-Motivated. Adaptability. Honesty.

DUTIES : Manage and process of atmospheric emission license applications within legislated timeframes. Review provisional/atmospheric emission licenses compliance reports for all facilities that have commenced operation. Review of Environmental Impact Assessment reports within required timeframes. Manage emissions reporting related requirements of departmental atmospheric emission licensed facilities. Participate and provide assistance in Compliance and Enforcement activities of the licensed facilities.

ENQUIRIES APPLICATIONS : Dr P Gwaze Tel No: (012) 399 9362
 : CCAQ07-2025@dffe.gov.za

POST 21/40 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: POSTPONEMENT MANAGEMENT AND COORDINATION REF NO: CCAQ08/2025**

SALARY : R612 480 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : A four (4) year Degree (NQF Level 8) in Natural or Environmental Management/Sciences or equivalent qualification within the related field plus 6 years post qualification experience in the relevant field. Knowledge of environmental management or natural sciences, public service prescripts and procedures. Knowledge of the National Environmental Management Air Quality Act and atmospheric emission license regulatory requirements. Good understanding of compliance postponement procedures and the coordination of the National Air Quality Officer functions related to air quality authorizations and postponements. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus communication, client relations, stakeholder engagement, public relations research, strategic capacity and leadership. Good interpersonal relations skills, articulate, ability to work with difficult people and to resolve conflict, ability to work under pressure, sense of responsibility and loyalty, initiative and creativity. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in a team. Team player. Goal oriented. Loyalty. Commitment. Honesty and integrity. Enthusiasm. Reliability. Positive self-esteem. Initiative and creativity. Self-Motivated. Adaptability. Honesty.

DUTIES : Manage and coordinate of postponement applications. Analyze postponement applications. Providing advisory to the National Air Quality Officer regarding all postponement decision making. Monitor the implementation of postponement compliance roadmaps and related projects. Effective monitoring of the implementation of air quality offset projects. Provide technical support in the processing of Atmospheric Emissions License applications.

ENQUIRIES APPLICATIONS : Dr P Gwaze Tel No: (012) 399 9362
 : CCAQ08-2025@dffe.gov.za

<u>POST 21/41</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: CFO12/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Auditing, Accounting, Financial Management, or relevant qualification with accounting as major subject. A minimum of three (3) years' experience in internal control/ Supply Chain Management/ Auditing, Financial Management or related field. Knowledge: Demonstrated an in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures within a government environment. Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA). Knowledge and experience on BAS, LOGIS and PERSAL will be an advantage. Ability to establish and manage financial management systems and controls. Skills: The ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Good interpersonal, administrative, managerial skills, communication (verbal and writing) skills. Ability to interpret and evaluating information. Conflict management skills. Skills in policy formulation and review, financial management. Knowledge management and change management. Ability to work independently and in a team. Be able to work under pressure.
<u>DUTIES</u>	:	Investigate irregular and fruitless and wasteful expenditure, identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts by performing assessments and raise findings on areas of concern relating to weaknesses in controls to assist and enhance effectiveness of the process. Monitor the implementation of internal and external audit recommendations based on the audit results. Attend audit steering committee meetings. Monitor the progress of audit recommendations, Coordinate, monitor and report on fruitless and wasteful expenditure registers. Coordinate, monitor and report on irregular expenditure registers. Monitor and strengthen the control environment within the Department through performance of planned internal control assessments, of Quarterly key control assessments and follow through of all data analysis reviews. Co-ordinate the assurance process (e.g., response to external and internal auditor's queries, management responses, etc.) and facilitate the development and implementation of Departmental action plans to address identified control deficiencies relating to Irregular Expenditure and Fruitless and Wasteful Expenditure. Facilitate the implementation and maintenance of Departmental loss control system and serve as secretariat of the Departmental Loss Control Committee.
<u>ENQUIRIES</u>	:	Mr S Madonsela at 076 020 0098
<u>APPLICATIONS</u>	:	CFO12-2025@dffe.gov.za

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

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

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

MANAGEMENT ECHELON

<u>POST 21/42</u>	:	<u>DIRECTOR: COMMUNICATION RESOURCE CENTRE REF NO: 3/1/5/1-25/13</u> Chief Directorate: Research Analysis and Knowledge Services
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations or related field majoring in Journalism/Media/ Communication/ Public Relations. Successful completion of the Nyukela Pre-entry Certificate to Senior Management Services (SMS) is a requirement for appointment. Five (5) years' experience at middle/senior management level with extensive experience in understanding of government policies, procedures and the ability

to translate complex information into accessible content, developing messages that resonate with readers and aligns with government communication standards in creating clear, concise and engaging content. Proven leadership capabilities and sound interpersonal skills. Required core competencies: Strategic capacity and leadership, people management and empowerment, financial management, change management, risk management, programme and project management. Process competencies: Computer literacy, knowledge management, service innovation, problem solving and analysis, client orientation, customer focus and communication. Knowledge of the Medium-Term Development Plan and deep understanding of subject matter and current events in the communication environment. Excellent writing as well as research skills to ensure the accuracy and relevance of the content.

DUTIES

: The successful candidate will be responsible for guiding and managing the development of key messages within the department and on behalf of government structures; editing and proofreading of key messages; keeping a register of key messages developed that reflect interpretation of research data; guiding and managing content development including speech writing; opinion pieces editing and proof reading of all relevant communication content. Do extensive reading and research for interpretation of key issues. Compile monthly, quarterly and annual Organisational Performance Management System reports on the activities of the directorate. Manage the provision of national and international print, broadcast and online media monitoring to the department and other government structures; manage the implementation of breaking national and international news system to the department and other government structures; provision of print, broadcast and online media coverage reports.

ENQUIRIES APPLICATIONS

: Ms Ntombifuthi Nala Tel No: (012) 473 0218
: Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za

NOTE

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

POST 21/43

: **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-25/14**
Chief Directorate: Human Capital and Corporate Support

SALARY

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

CENTRE REQUIREMENTS

: Pretoria
: Applicants should be in possession of an appropriate Bachelor's Degree (NQF level 7) as recognised by SAQA in Human Resource Management/ Public Administration with Human Resource Management as a major/ Public Management with Human Resource Management as a major/ Industrial Psychology with Human Resource Management as a major. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services is a requirement for appointment. A valid driver's license and advanced computer skills. Experience and Knowledge: A minimum of 5 years' experience at Middle Management Service level with extensive experience in a Human Resource Management environment. Proven Knowledge of PERSAL. Thorough knowledge and understanding of Public Service regulatory framework (legislation, directives and regulations) relating to the duties of this position and must possess in-depth knowledge of policy formulation, implementation and monitoring. Ability to communicate excellently across all levels of employees in the department. 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.
<u>DUTIES</u>	: Develop and implement human resources strategies and policies. Manage the provision of human resource administration and recruitment services. Manage the provision of HR planning, information management and HR systems management services. Manage the development and maintenance of the organisational structure and ensure alignment with the strategic plan of the department. Manage the provision of operations management services including organisational design, job evaluation services and work study techniques. Manage the provision of labour relations services. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) written, verbal and formal presentation. Implement Annual Performance Plans, operational plans and oversee the Audit and Risk Management processes of the directorate.
<u>ENQUIRIES</u>	: Ms Linda Kaseke Tel No: (012) 473 0128
<u>APPLICATIONS</u>	: Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . For more information regarding the course, visit the NSG website: www.thensg.gov.za . The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

OTHER POSTS

<u>POST 21/44</u>	: <u>DEPUTY DIRECTOR: BUSINESS ENHANCEMENT AND INDUSTRIALISATION REF NO: 3/1/5/1-25/15</u> Directorate: Business Enhancement and Industrialisation
<u>SALARY</u>	: R896 436 per annum (Level 11), an all-inclusive package, of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Business Administration/ Public Management/ or Media Studies, Public Relations, Journalism. Four (4) years' relevant experience of which two (2) years should be on salary level nine (9) or ten (10) in the transformation and/or social development environment. Knowledge and understanding of the B-BBEE verification Framework, B-BBEE Strategy, Act, Codes and Regulations. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act, Employment Equity Act, Skills Development Act, B-BBEE Act, PPPFA and problem solving, initiative, strong communication, consultative, strategic planning, presentation, time management, planning and organising, analytical/ judgment and decision-making, negotiation and good existing network, assertiveness, regulations. Proficient in MS Office packages.
<u>DUTIES</u>	: Research and keep abreast with developments in the industry. Provide secretariat support and administrative services to Marketing, Advertising and Communications (MAC) Charter Council, ensuring compliance with all applicable legislation, corporate governance regulations and guidelines. Stakeholder Management: Facilitate and managing complaints against South African National Accreditation System (SANAS) accredited B-BBEE verification agencies in the MAC sector. Manage the compilation and update of the SANAS accredited verification agencies' complaints register. Provide technical support, secretarial function and facilitate the implementation of B-

BBEE implementation. Reporting: Generate quarterly reports on the Performance Council Sub-Committee for consideration and recommendations by Council. Policy Development: Develop and review policies of Council for approval. Manage the research strategies for alignment of Council to advance the objectives of B-BBEE Act of 2003 and the Codes of Good Practice. Manage workshops, conferences and road shows for Sub Committees and MAC Sector Charter Council. Manage the correspondence and communication to and from the Councils. Manage the appointment of sub-committee members of the Council. Develop and implement a communication strategy for the Council. Collate and analyse B-BBEE information of reporting to authorities. Contribute to overall monitoring and evaluation of B-BBEE. Conduct B-BBEE research on the Codes of Good Practice to review progress in achieving B-BBEE for the public and private sectors. Manage correspondence from MAC Sector Charter Council. Carry out any request for and on behalf of the MAC Sector Charter Council and all its sub-committees. Monitor financial resources and assets of the unit. To implement the corporate governance framework activities across the business through the planning, directing and coordination of all governance practices. To act as the main liaison between the Council and various stakeholders. Please detail courses passed in the CV as per the academic transcript.

<u>ENQUIRIES</u>	:	Mr Sandile Nene Tel No: (012) 473 0061
<u>APPLICATIONS</u>	:	applications may be hand delivered to Tshedimose House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 21/45</u>	:	<u>DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: 3/1/5/1-25/16</u> Directorate: Information Management Systems
<u>SALARY</u>	:	R896 436 per annum (Level 11), an all-inclusive package, of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Computer Science or Information Technology or an equivalent qualification, specializing in System Development. Four (4) years' relevant experience of which two (2) years should be on salary level nine (9) or ten (10) in system development according to the System Development Life Cycle (SDLC). Knowledge of Public Service Policy and Regulatory Framework and other relevant regulations; Knowledge and understanding of relational database management systems. Understanding of SDLC Phases and its outputs. Understanding of Business Intelligence (BI) and the potential and opportunities of using Artificial Intelligence (AI). An understanding of strategic planning and financial management and government policies. Project management, knowledge of SharePoint development and administration, and Microsoft Power Platforms development. Experience working with SQL, HTML, VB, C#, .Net Core; systems and SQL Server 2017 or later. Analysis, documentation and problem-solving skills, with exposure to BI tools such as Microsoft SQL Server Reporting Services or Power BI. Excellent managerial, communication and interpersonal relationship skills, leadership and organisational skills, policy development, negotiation and consultation skills, creativity, and innovation. Technical expertise in advance strategic and business analysis. An understanding of the regulatory framework for the management of IT in government. Programme management with service delivery orientation, and client focused. Change management. A logical, creative and innovative thinker focused and precise with a strong ability to analyse and interpret information.
<u>DUTIES</u>	:	Develop and maintain web-based systems. Manage all system acquisition, maintenance and support (in-house and outsourced systems) within the department. Develop BI dashboards and reports for various systems. Conduct user training and system documentation. Evaluate, investigate and apply innovative technologies to enhance Information Management Systems within GCIS. Perform system administration functions, administer and co-ordinate the user acceptance testing, and functional system testing with main users and

		business owners of the system, and promote the utilisation of technology as a key enabler for service delivery and transformation. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Cathy Chen Tel No: (012) 4730043
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 21/46</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATION AND INSTITUTIONAL DEVELOPMENT REF NO: 3/1/5/1-25/17</u> Directorate: Communication and Institutional Development
<u>SALARY</u>	:	R896 436 per annum (Level 11), an all-inclusive package, of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations or related field majoring in Journalism/Media/ Communication/ Public Relations. Four (4) years relevant experience in government communication training coordination experience of which two (2) years should be on salary level nine (9) or ten (10). The candidate must have strong understanding of the government communications stakeholder base and key areas for training of communicators and political principals. Proven in-depth knowledge of the communication system and relationship to communication training. Competencies required: Capability, understanding of administrative and coordination roles. Understanding of government communication training processes. Financial management, people management, service delivery innovation, communication (written & verbal) skills, problem solving and analysis, stakeholder engagement and customer service, data capturing and analysis and report writing, team worker, knowledge of various communication platforms, communication writing and development of training materials and products.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing overall administrative support to the Communication Training and Institutional Development Directorate. Engage and coordinate the participation of government communicators in already established courses provided by accredited learning institutions. Assist to monitor the implementation of developed training programmes offered to government communicators and political principals. Work with departments to identify new communicators within the system and conduct induction sessions for them. Assist to evaluate the effectiveness of training and development programme being rolled out and write reports. Produce monthly and quarterly communication training and development reports. Interact with various training institutions and stakeholders who can provide training programmes for government messengers. Play a crucial role in the coordination and development of communication content. Coordinate and produce training and development materials and other products for programme attendees. Play a role in the development and implementation of communication training schedule and strategy. Coordinate internal stakeholders for the facilitation of training programmes. Identify and build a database of various service providers who can assist in training government communicators. Facilitate and conduct communications training workshops. Prepare and monitor training and development budgets. Support in the management of all resources, people management, in in directorate strategic planning processes. Play a crucial role in the risk reporting and ensure follow-up on all audit assignments. Develop and verify all reports. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Mr Tiisetso Ramotse Tel No: (012) 473 0204
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za

<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 21/47</u>	:	<u>REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-25/18</u> Directorate: Northern Cape Provincial Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) John Taolo Gaetsewe District Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication/ Public Relations in Communication. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of Northern Cape Province with specific insights to John Taolo Gaetsewe district and its local municipalities. Proficiency in local languages will be an added advantage. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.
<u>DUTIES</u>	:	The successful candidate will support the Deputy Director: Liaison in the implementation of a Government Communication Policy (GCP) in John Taolo Gaetsewe District to disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district-based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in John Taolo Gaetsewe District. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic Inter-governmental Relations (IGR) structures at district and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on the government's delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives, including feedback and follow-up on the required communication interventions as recommended. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Mr Charles Moeti Tel No: (053) 832 1378/1315

<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimoseetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 21/48</u>	:	<u>REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-25/19</u> Directorate: Western Cape Provincial Office
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Overberg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of Western Cape Province with specific insights to Overberg district and its local municipalities. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.
<u>DUTIES</u>	:	The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Overberg District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in Overberg district. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Geraldine Thopps Tel No: (021) 418 0533

<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 21/49</u>	:	<u>REGIONAL COMMUNICATION COORDINATOR: AMAJUBA DISTRICT REF NO: 3/1/5/1-25/20</u> Directorate: Provincial Liaison KwaZulu-Natal
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Amajuba District
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the KwaZulu Natal Province with specific insights into the Amajuba District and its local municipalities. The applicant must be conversant in isiZulu language and be able to conduct development communication campaigns in local languages.
<u>DUTIES</u>	:	The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Amajuba District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service centre programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the district; as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the district for use by various stakeholders and clients with required communication interventions recommended. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Ndala Mngadi Tel No: (031) 301 6787
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.

<u>POST 21/50</u>	:	<u>ASSISTANT DIRECTOR: CONTENT, DIGITAL COMMUNICATION AND KNOWLEDGE MANAGEMENT REF NO: 3/1/5/1-25/21</u> Directorate: East London
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication/ Public Relations in Communication. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8) in the communications environment with knowledge of digital communication/marketing and communication disciplines such as development communication, content development, media liaison, stakeholder relations, research and development communication. Computer literate with good interpersonal and presentation skills. A valid code 8 driver's license is an essential requirement, as the work entails extensive travelling.
<u>DUTIES</u>	:	The successful candidate will lead on digital communication related innovations and provide support in overseeing the digital and online work of the Provincial Office. Oversee, generate and localise content for usage through digital and on-line platforms. Design information products for Provincial digital and online platforms. Serve as the Sub-project Desk for information management in the Provincial Office. Serve as Provincial office stakeholder and content repository. Support the Deputy Director (DD): Liaison in coordinating implementation of projects and the monitoring & evaluation of work done by GCIS District/Metro based officials. Support the DD in the extension of local government Communication System in the Eastern Cape. Oversee the distribution of information in the Provincial and District offices. Responsible for dissemination of government information in the province. Responsible for the revision and development of a Provincial distribution strategy for government information products. Quality assures the corporate and branding identity of government information products. Responsible for the development and maintenance of high-level stakeholder relations in the province. Support the coordination and implementation of rapid response requirements in the province. Support to government public participation initiatives such as Imbizo including feedback and follow up on the required communication interventions as recommended. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS Eastern Cape Office including evidence verification, document management, desktop research duties and impact assessments. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Mr Ndlelantle Pinyana Tel No: (043) 722 602/9
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 21/51</u>	:	<u>ASSISTANT DIRECTOR: VIDEO CAMERAMAN REF NO: 3/1/5/1-25/22</u> Directorate: Media Production
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Media Studies/ Video Production/ Motion Graphics or related equivalent qualification majoring in Media Studies/ Videography/ Video Production/ Motion Graphics. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8). Knowledge of government communication with good interpersonal and communication skills. Must have a strong knowledge and understanding of the PFMA and Supply Chain Management processes. Have a strong knowledge of video production and an understanding of the use of professional video cameras and other related equipment. Be able to do on location lighting and sound operation. Must be able to work independently or

		with less supervision. Be a good team worker. Deliver a good quality of work with good editing skills on Final Cut Pro, Adobe Premier or similar programmes. Must be computer literate with strong coordination, client orientation and project management skills. Very strong ability and preparedness to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Must have a valid light motor vehicle driver's license and be prepared to travel extensively away from Head Office.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing high quality videos, with emphasis on editing and animation for different platforms including for broadcasting and digital platforms. Performing camera work and edit inserts on all Government assignments/programmes and the Presidency engagements. Archiving and logging of all recorded footage and videos produced. Assist with teleprompter operations and live streaming. Performing basic administrative duties related to the responsibility of the unit. Assist other disciplines within the Media Production Directorate as and when required. The candidate must have knowledge of video production and an understanding of the use of professional video cameras and other related equipment. Ability to deliver good quality of work with good editing skills on Final Cut Pro, Premier Pro or similar programmes. Be proficient in producing quality animation with software such as After-effects, Cinema4D, Photoshop and Illustrator amongst others. Have a basic understanding of live streaming. Be able to produce, upload and or share videos on different online platforms. Must be computer literate with strong coordination, client orientation and project management skills. Very strong ability to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. The applicant should have knowledge of government communication with good interpersonal and communication skills. Have knowledge/understanding of the PFMA and Supply Chain Management processes. Must have a light motor vehicle driver's licence as the post entails extensive travelling away from Head Office. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Mr Gasegoitse Phatudi Tel No: (012) 473 0091
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 21/52</u>	:	<u>ASSISTANT DIRECTOR: GRAPHIC DESIGNER REF NO: 3/1/5/1-25/23</u> Directorate: Media Production
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Graphic Design or equivalent related qualification majoring in Graphic Design. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8). Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and InDesign (web and 3-D skills will be an added advantage). Must have ability to develop basic animation. Must have the ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good organisational and communication skills. The incumbent must have the ability to work under pressure, overtime and meet deadlines, multi-task and manage priorities in a fast-paced environment. Should be highly motivated with an eye for detail.
<u>DUTIES</u>	:	The successful candidate will be responsible for collaborating with the design manager on the overall look and feel for all design products and working as a graphic designer on various products as per brief. Conceptualising and handling visual execution of all design briefs. Handling creative jobs from concept through to print. Providing comprehensive briefs to photographers. Liaising with production houses, advertisers and printing companies on

		production. Assisting with the management of the government corporate identity. Assisting with the management and mentoring of junior personnel in the unit.
<u>ENQUIRIES</u>	:	Ms Rachel Sekhu Tel No: (012) 473 0254
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. Shortlisted candidates will be expected to submit a portfolio of evidence.
<u>POST 21/53</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/1/5/1-25/24</u> Office of the Government Information Technology Officer
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Records Management / Information Science/ Archival Studies or equivalent qualification majoring in Records Management / Information Science/ Archival Studies. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8). Knowledge of Public Service, legislation/policies/prescripts and procedures, basic knowledge on financial administration, Public Service Regulatory Framework, information management, policies and procedures on Records Management, computer literacy, electronic records management, sound organisational, negotiation / communication, report writing, presentation, conflict resolution / problem solving, strategic planning, basic financial management, people management, project management. High Level of reliability, interpersonal relations, loyalty, fairness and integrity. A valid driver's licence. Candidate must be willing to travel and be committed to meet deadlines within tight timeframes, and demonstrable competency in acting Independently.
<u>DUTIES</u>	:	The successful candidate will be responsible for implementing records management strategies and policies. Provide inputs to the GCIS Strategic Plan. File plan review and implementation. Develop and update filing systems as per the file plan, conduct records management surveys. Digitise physical records. Consult business areas with intension to look at correspondence system utilised. Develop and update records management policies for the GCIS in accordance with the National Archiving Act. Maintenance of filing system. Advise on the management of electronic, audio-visual records and paper-based information. Visit all GCIS records storages to conduct internal inspections. Implement records disposal programmes. Evaluate the importance and envisaged duration of life of all records per file plan. Apply for disposal authority. Conduct training and awareness on the records management. Apply general disposal authority for records common to all district offices. Give input in the development of business, operational and procurement plans. Compile and submit monthly and quarterly reports. Manage financial and human resources/staff. Maintain staff discipline. Attend and respond to audit queries.
<u>ENQUIRIES</u>	:	Ms Selaelo Modiba Tel No: (012) 473 0129
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript.

<u>POST 21/54</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (RECRUITMENT AND SELECTION) REF NO: 3/1/5/1-25/25</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Human Resource Management/ Public Management majoring in Human Resource Management/ Industrial Psychology majoring in Human Resource Management. Three (3) years' relevant experience of which one (1) year should be on salary level seven (7) or eight (8). Essential knowledge, skills and competencies required: Knowledge and application of the following legislative frameworks, Public Service Regulations, Public Service Act, HR Prescripts, Labour Relations Act, the Employment Equity Act and Operations Management Framework. Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job Evaluation. A valid driver's licence. Understanding of HRM practices in the Public Service; Public Service reporting procedures and work environment; Interpretation of legislation, policies and statistics; Problem solving and analytical thinking skills; Strategic planning and co-ordination; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, PERSAL); Communication (verbal, written and networking); Willingness to travel and work extended hours.
<u>DUTIES</u>	:	The successful candidate will be required to provide for the Recruitment and Selection services of employees with the following responsibilities: Support the formulation and implementation of the departmental recruitment plan; Manage the advertising of positions in the Department; Support the provision of a recruitment and selection service; Give guidance and necessary inputs to selection committee members to ensure conformity to the Department's recruitment and selection policies. Support organizational design, job evaluation, work study services and maintain post establishment. Coordinate, facilitate and monitor the development of job profiles in the department. Coordinate the development and implementation of the departmental HR Plan.
<u>ENQUIRIES</u>	:	Mr Paul Kwerane Tel No: (012) 473 0407
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript.
<u>POST 21/55</u>	:	<u>PRINCIPAL NETWORK CONTROLLER: IT SERVICE DESK REF NO: 3/1/5/1-25/26</u> Directorate: Information Technology The purpose of the post is to facilitate the delivery of a single point of contact for IT support and related services.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Information Technology/Computer Science or equivalent related qualification majoring in Information Technology, Computer Science. The candidate must have 2 years' experience in the IT service desk environment. Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organizing and planning skills. Ability to work independently, under pressure and in a team. Ability to multi-task, Time management and pro-activeness. Problem solving skills, innovation, results orientated and diligent individual.
<u>DUTIES</u>	:	First point of contact call resolution. Logging, Managing and resolving incidents and requests, providing first-line support to users, and escalating complex issues to higher-level support teams. User Account management (user creation, deletion, and amendments) in line with the audit plus report ensuring controls and compliance requirements are met. Prepare IT Helpdesk reports. Log service requests with hardware service providers where necessary.

		Troubleshooting and problem solving: physical and remote desktop support to all GCIS offices. Deployment of Antivirus updates and Windows updates. Audio/Visual support, including Media Briefings, meetings and events. Assist in maintaining an accurate inventory of IT equipment, including computers, peripherals. Update inventory records as needed. Participate in IT projects. Provide inputs on ICT policies and procedures.
<u>ENQUIRIES</u>	:	Ms Selaelo Modiba Tel No: (012) 473 0129
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript.
<u>POST 21/56</u>	:	<u>ADMINISTRATIVE OFFICER: PRODUCTS AND PLATFORMS REF NO: 3/1/5/1-25/27</u> Chief Directorate: Products and Platforms
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate National Diploma (NQF 6) / Bachelor's Degree (NQF 7) as recognised by SAQA in Secretarial Studies/ Public or Business Administration/Public Management/ Administration, or an equivalent related qualification in office administration /management. The candidate must have at least two (2) year's relevant administrative experience. Excellent interpersonal skills, good communication skills (written and oral), and exceptional organising and planning skills are required. Ability to work independently, under pressure, and in a team. He/she must have the ability to multitask, manage events, and work with databases and presentations. Time management and pro-activeness are essential. Fair understanding of project management and financial management is required. Problem-solving skills, innovation, and a results-oriented individual with attention to detail are expected. Proficiency in at least two South African official languages is required. Computer literacy (Microsoft Word, PowerPoint, and Excel) is necessary. Knowledge of virtual meetings (organisation, hosting, recording, and transcription) are a requirement. Protocol, etiquette, and diplomacy are essential. Problem-solving and analysis skills are required. A high level of reliability, a client-focused attitude, and keen attention to detail are expected. A driver's licence and knowledge of a communications or content management environment would be an added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for the following: Provide secretarial and administrative support to the Chief Director. Write routine notes, memos, letters, and reports and collate inputs from the units and various stakeholders. Manage files and records and implement a system of document management in line with the GCIS file plan. Develop and implement new ideas to change existing procedures to improve filing, tasking, and document tracking. This will include creating a paperless and digital office that considers the environment. Track actions and responses in relation to the programmes and projects of the Chief Director. Create and maintain databases of internal and external stakeholders for the Chief Director. Coordinate effective internal and external meetings, appointments, and events. Compile agendas and take accurate minutes and action matrices during meetings. Diary and calendar management are required. Receive and attend to visitors and organise parking and refreshments. Handle travel and accommodation arrangements, subsistence & travel (S&T), and cell phone claims and budget cash flow information. Manage the leave register. Maintain an asset register. Study relevant public service and GCIS policies and procedures to ensure proper application. Screen telephone calls and respond to enquiries efficiently. Identify venues, invite role players, and organise refreshments. Compile attendance registers and agendas for meetings. Compile packs for meetings and distribute to relevant travel arrangements. Quality-check all documentation received before submission to the Chief Director. Prepare documentation such as letters, submissions, meeting briefing notes, presentations and reports as required by the Chief Director. Management of the budget, assist the Chief Director in

determining funding requirements and procurement planning, maintain records of expenditure commitments, track expenditure, and perform all related financial management functions. The Administrative Secretary must be willing to work extra hours and travel occasionally.

ENQUIRIES
APPLICATIONS

- : Ms Zanele Mngadi Tel No: (012) 473 0141
- : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment@gcis.gov.za

NOTE

- : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript.

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.

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

MANAGEMENT ECHELON

<u>POST 21/57</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: NDOH 47/2025</u>
<u>SALARY</u>	:	R1 741 770 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<u>CENTRE</u>	:	National Department of Health. Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF 8 as recognised by SAQA in Financial Management. At least 8 years' experience at a Senior Management level in Finance. Experience should comprise, Transactional and Developmental Finance, Asset and Liability management as well as Audit, Risk and Governance Management. A good track record of managing strategic programmes or projects. Application experience or knowledge of government policies and legislation relevant to the post i.e. Public Finance Management Act 1 of 1999, Division of Revenue Act, 4 of 2020, Public Audit Act, 25 of 2004, Public Service Act, 103 of 1994 as amended and related regulations etc. Excellent communication skills (written and verbal) appropriate to operational and executive levels, Strategic leadership, stakeholder engagement and coordination skills, change

		management and analytical skills. Advanced computer office package skills. Flexibility and ability to work under pressure. Valid driver's licence. SMS pre-entry Certificate will be required prior the appointment.
<u>DUTIES</u>	:	Strategic Manage of financial services in the Department i.e. Revenue, Expenditure, Assets, Liability, Supply Chain and Internal Control. Oversee the development of financial models that facilitate the selection of optimised funding options and effective investment of funds for the Health Sector. Manage and coordinate the budget planning processes and maintain performance budge monitoring system. Facilitate the implementation of national norms and standards where applicable. Advice on the strategic financial planning of the Health Sector, through the analysis of the current financial status, estimates of future revenues and expenditure. Advise on the establishment and /or restructuring of the public entities by mergers, acquisitions, or capital restructuring. Grant management. Monitoring and coordination of Provincial Health Budgets. Assess spending by spheres of government and health public entities and advice. Oversee the Supply Chain Management System including assets and contract management, maintenance of supplier database as well as procumbent delegations. Maintain a system of internal control and ensure that policies and processes are developed and managed. Facilitate risk management processes. Implement fraud prevention system and maintain audit processes and systems. Management of Human Resources. Ensure compliance with all relevant legislation and good governance.
<u>ENQUIRIES</u>	:	Ms Q Gambu on email: Qhakazile.Gambu@health.gov.za
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/58</u>	:	<u>CHIEF DIRECTOR: MATERNAL, CHILD AND WOMEN'S HEALTH REF NO: NDOH 48/2025</u> Chief Directorate: Maternal, Child and Women's Health This is a re-advertisement. Applicants who have previously applied need to re-apply
<u>SALARY</u>	:	R1 436 022 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF 7 qualification in medical or nursing sciences as recognized by SAQA. Registration with appropriate Professions Council. A postgraduate qualification in a relevant field (including Obstetrics and Gynaecology or Paediatrics) will be an added advantage. At least five (5) years' experience at senior management level in a health associated environment, with specific emphasis on child and/or women's health programmes. Experience in national and international liaison, policy development and implementation, strategic and operational planning. Specialised knowledge and experience in women's maternal, newborn, child and adolescent health as well as monitoring and evaluation, human resources and financial management. Working knowledge of the health sector and government strategies and processes, strategic management and project management. Knowledge of other programmes that impact on family health particularly HIV/AIDS, TB and nutrition. Good communication (verbal and written), leadership, analytical, problem solving, research, facilitation, negotiation, advocacy and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Oversee the reduction of maternal, neonatal and child mortality rates. Develop and support implementation of plans to reduce maternal, newborn and child mortality rates based on the recommendations from the ministerially appointed Mortality Committees. Provide strategic direction and oversee the development of relevant policies and guidelines aimed at improving the health and well-being of women, adolescents and children. Facilitate the promotion of healthy behaviours and demand for health services in families, communities, especially in the areas that affect the health and wellbeing of mothers, women and children. Monitor and report on progress towards achievement of global and national commitments such as Sustainable Development Goal and National Development Plan targets. Effective governance, compliance and risk

		management. Monitor quality, risk, standards and practices against prescribed frameworks.
<u>ENQUIRIES</u>	:	Mr RW Morewane Tel No: (012) 395 8757/8
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/59</u>	:	<u>DIRECTOR: CONDITIONAL GRANTS REF NO: NDOH 49/2025</u> Chief-Directorate: Provincial Support and Conditional Grants Management
<u>SALARY</u>	:	R1 216 824 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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Accounting/Financial Management/Economics/ Public Finance / Public Administration as recognized by SAQA. Post graduate qualification in the afore-mentioned specialization will be an advantage. At least five (5) years' experience at a middle/senior management level in financial management environment. Knowledge and experience in Public / Private Sector budgeting processes, forecasting, reporting and auditing. Extensive project management understanding and implementation, strategic ability to analyse information or data for public finance policy advice, decision making and management. Knowledge of DoRA, PFMA, Treasury Regulations, SCM policies and other Treasury prescripts. Good communication (verbal and written), people management, budgeting analytical and planning, interpersonal, project and research management, risk and financial management, well as computer (MS Office package) skills. Ability to work independently and as part of a team. A valid driver's license. The SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Render strategic leadership on departmental conditional grants budgeting processes in line with the MTEF. Provide strategic leadership in expenditure monitoring and reporting processes in line with conditional grants business plans. Coordinate the development of business plans and ensure alignment with the departmental strategic and annual performance plans. Provide strategic leadership to ensure compliance with DORA, PFMA, Financial Management policies and other prescripts. Manage risk, audit queries and resources within the area of work.
<u>ENQUIRIES</u>	:	Mr. H Nevhutalu Tel No: (012) 395 9682
<u>CLOSING DATE</u>	:	07 July 2025

OTHER POSTS

<u>POST 21/60</u>	:	<u>DEPUTY DIRECTOR: CONDITIONAL GRANTS REF NO: NDOH 46/2025</u> Cluster: Provincial Support and Conditional Grants This is a re-advertisement. Applicants who have previously applied need to re-apply.
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and a Bachelor's degree / equivalent (NQF 7) qualification in Economics / Auditing / Statistics / Financial Management / Public Finance / Public Administration as recognised by SAQA. NQF 8 qualification in the above mentioned fields as well as Public Health Management will be an advantage. At least five (5) years' experience at Assistant Director or equivalent level in financial management environment. Knowledge and experience in Public / Private Sector budgeting, planning, forecasting, reporting and auditing. Ability to gather and analyse information or data for public finance policy development and management. Understanding of DoRA, PFMA, Treasury Regulation, SCM Policies and other Treasury prescripts. Good report writing, project management, interpersonal, people management, research and communication skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to work irregular hours and travel frequently as required.
<u>DUTIES</u>	:	Manage expenditure monitoring and reporting processes in line with conditional grants business plans. Analyse and advice on monthly, quarterly, and annual expenditure trends. Identify measures to strengthen optimal grants budgetary spending and efficiency gains. Ensure compliance with the DORA,

PFMA, Financial management policies and other prescripts. Coordinate and support the budgeting processes in line with the Medium-Term Expenditure (MTEF) and associated Frameworks to ensure credibility. Coordinate and analyse the inputs for drafting of the Division of Revenue Bill in support of health services delivery. Analysis of conditional grants reports and explore potential budget challenges and remedial actions with the programme managers. Conduct analysis on financial and non-financial Quarterly Performance Reports (QPR) and provide advice to the Senior Management. Analyse variances and explore potential budget challenges and remedial actions and report to management. Provide technical support on grants budget implementation and reforms to Provincial Department of Health. Coordinate and report on site visits undertaken to inform provincial budget management and other policy decisions. Provide technical support on the compilation and finalization of the department's quarterly and annual financial statements with respect to conditional grants reporting. Consult internal and external stakeholders in the enhancement of the grants audit outcomes. Coordinate the compilation of the conditional grants MTEF estimates. Manage human resource, risk and audit queries. Management of staff, respond to audit queries, and develop and implement risk management plan and conduct risk assessment.

ENQUIRIES : Mr Hadley Nevhutalu Tel No: (012) 395-9682
CLOSING DATE : 07 July 2025

POST 21/61 : **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: NDOH 50/2025**
 Directorate: Security Services

SALARY : 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.

CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Security Management or Policing qualification as recognized by SAQA. SSA Security Advisory or Management and Forensic Investigation courses as well as PSIRA training certificate grade A or B or equivalent will be an advantage. At least three (3) years' experience at Assistant Director level in security environment. Knowledge of Minimum Physical Security Standards (MPSS), Minimum Information Security Standards (MISS), Information Management, policy formulation, investigation awareness programme, departmental policies and procedures, Occupational Health and Safety Act and Fire Regulations, as well as criminal investigation. Good communication (verbal and written), analytical, budget and people management, interpersonal and diplomacy, conflict resolution and negotiation, operating and auditing, planning and organization, project and programme management, presentation, and computer skills. Ability to work independently and as part of a team. A valid driver's license.

DUTIES : Manage physical security for the department, maintain integrated security system, implement access and key control procedures. Manage and provide support to major events. Develop and implement safety events management plans, attend plenary meetings and apply event categorization events. Manage investigations of security breaches. Conduct investigations on all reported security breaches, prepare and reduce the impact of security risk and efficiently manage consequences in the event of an incident. Management of resource, risk and audit findings. Implement recommendations based on risk assessment and audit findings, conduct Threat Risk Assessment (TRA) as well as management of internal and external audit. Liaise with stakeholders. Manage or monitor the performance of security services providers in terms of the Service Level Agreement (SLA), liaise with SAPS on issues involving criminal activities within the department. Create, develop, and maintain a security training capacity and conduct security training sessions for staff.

ENQUIRIES : Dr T Nghonyama Tel No: (012) 395 8746
CLOSING DATE : 07 July 2025

POST 21/62 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: NDOH 51/2025**
 Branch: Primary Health Care

SALARY : 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.

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and an NQF 7 qualification in Office Administration/Office Management/ Public Administration/Public Management /Business Administration/Business Management and/or related Administration qualification. At least three (3) years' experience at Assistant Director or equivalent level in office administration and financial management environment. Knowledge and understanding the application of government and departmental policies, understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), project management, administrative, interpersonal, planning and organization, analytical and problem solving as well as computer skills (MS Office package). Ability to work well under pressure and independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Provide administrative support. Plan, organize and control administrative activities pertaining to the branch, consolidate quarterly reports for submission to Strategic Planning Unit. Manage the flow of documents. Ensure efficient flow of information between the branch and the entire department. Ensure all documents are logged on according to Electronic Document Management System. Administer the finances. Co-ordinate procurement activities, assist with MTEF submissions, prepare and review on annual budget against the operational plan and prepare and consolidate the budget. Provide secretariat support. Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources.
<u>ENQUIRIES</u>	:	Ms JR Hunter Tel No: (012) 395 8190
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/63</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONAL GRANTS REF NO: NDOH 52/2025</u> Cluster: Provincial Support and Conditional Grants
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Information Systems / Financial Information Systems / Statistics / Econometrics / Accounting with Information Systems as recognised by SAQA. An NQF 7 of the above-mentioned qualifications will be an advantage. At least three (3) years' experience in finance or budget data collation and analysis. Knowledge of Public Finance Management Act (PFMA), advanced Microsoft office, understanding of government budgeting and planning processes. Good report writing, analytical, interpersonal, data management, problem solving and communication (written and verbal) skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to work irregular hours and travel frequently as required.
<u>DUTIES</u>	:	Develop a database for financial, human resources and supply chain management information. Development and maintenance of database for conditional grants and equitable share budget and expenditure for the sector. Improved data management, analysis and reporting to ensure quality decision making. Analyse stakeholder information and alert management of potential risks. Assist in compilation of In-Year Monitoring (IYM) reports and providing quarterly financial statement inputs for conditional grants. Improve financial planning and coordinate the compilation of the conditional grants' MTEF estimates. Research on costing and allocation models for various conditional grants. Assist in coordination of inputs for Division of Revenue Bill. Strengthen monitoring of financial performance in line with business planning. Manage expenditure monitoring and reporting processes in line with conditional grants business plans. Analyse variance and explore potential budget challenges and remedial actions with programme managers. Manage risk and audit queries. Contribute to the risk management in the cluster and assist in the management of internal and external audit.
<u>ENQUIRIES</u>	:	Mr Hadley Nevhutalo Tel No: (012) 395-9682
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/64</u>	:	<u>ASSISTANT DIRECTOR: NATIONAL HEALTH INFORMATION SYSTEMS REF NO: NDOH 53/2025</u> Directorate: National Health Information Systems
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an undergraduate qualification (NQF 6) in Information Management / Information Systems / Data Science and/or Statistics as recognized by SAQA. Working experience with District Health Information System (webDHIS/DHIS2) will be an advantage. At least three (3) years' experience in data management working with public health data within the public sector or non-governmental sector. Knowledge of data compilation, data management and data analysis. A good understanding of the public health system and knowledge of South African Statistical Quality Assessment Framework (SASQAF). Good communication (verbal and written), interpersonal, management, problem solving, project management, planning and organizing, and computer skills (MS Office package). Ability to work well under pressure and independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Manage District Health Information System (DHIS). Ensure that the DHIS (webDHIS/DHIS2) data generated is effectively managed and analysed. Regularly analyse collected data and provide continuous feedback to National Programmes and Provincial Departments of Health. Conduct targeted assessment of hospitals and primary healthcare data tools using rapid internal performance data audit (RIPDA). Provide support to provinces and districts in the development of quality improvement plans and monitor implementation. Manage data request from programme managers in the National Department of Health and partners. Process data requests from both NdoH and external stakeholder within departmental data sharing policies. Conduct monthly data analysis, data quality checks and provide feedback and follow ups for hospital and PHC. Provide feedback on data quality to the relevant programme managers and provinces. Management of risk and audit queries. Manage the audit of performance information by preparing data for the audit and provide provincial support during the audit. Manage requests for information on the audit of reported performance against pre-determined objectives.
<u>ENQUIRIES</u>	:	Mr M Cabuko Tel No: (012) 395 9663
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/65</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 54/2025</u> Directorate: Support Services
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and Bachelor's degree (NQF 7) qualification in Health Sciences as recognized by SAQA. A relevant postgraduate qualification in Monitoring and Evaluation, Public Health, and/or Epidemiology will be an advantage. Knowledge and understanding of PFMA, Treasury Regulations, Labour Relations Act, Public Service Act and Public Service Regulations. At least three (3) years' experience in the health environment in at least one (1) of the following domains: Monitoring and Evaluation, Health Management Information Systems, Health Research, Epidemiology, and/or Health Policy. Knowledge and experience of monitoring and evaluation of health programmes, data management, analysis and interpretation as well as report writing and oral presentation. Good communication (verbal and written), interpersonal, project management, planning and organizing, and computer skills (MS Office package). Ability to work well under pressure, independently and in a team. A valid driver's license and willingness to travel to various provinces
<u>DUTIES</u>	:	Assist with implementation of the monitoring and evaluation strategy for the health sector. Extract and analyse data from various systems including the DHIS to monitor the performance of the department against its strategic priorities. Support the compilation of various progress reports and provision of data. Review and assess the quality of performance information against set targets and the portfolio of evidence against the reported outputs. Support the review and implementation of the National Indicator Data Set (NIDS). Provide support and training to provinces with regard to implementation of the NIDS. Attend meetings and workshops with other national departments and external stakeholders to contribute on M&E related aspects. Provide guidance/technical assistance to NdoH internal clusters and provinces with regard to M&E systems, frameworks and plans. Support the Audit of Predetermined Objectives by managing audit queries and responding to information requests.
<u>ENQUIRIES</u>	:	Mrs D Maine Tel No: (012) 395 8121

<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/66</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: NDOH 55/2025</u> Directorate: Support Services
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Office Administration/Office Management / Public Administration/Management and/or Business Management /Administration. An NQF 7 in the above qualifications will be an advantage. At least three (3) years' experience as a supervisor in office administration or support services. Knowledge of meeting procedures and recording of minutes. Understanding the application of government and departmental policies as well as financial policies guided by Treasury Regulations. Good communication (verbal and written), interpersonal, management, organizing, administrative and computer skills (MS Office package). Ability to work well under pressure and independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Provide administrative support. Provide the oversight and direction of all activities that support operational issues of the directorate. Manage the switch board services (Telecommunication). Ensure that the telephone system and Premi cell are fully functional and serviced. Manage human resources and risk. Develop and implement risk management plan. Put systems in place to minimize risk and respond to audit queries. Administer the finances of the Directorate. Co-ordinate procurement activities, assist with MTEF submissions. Establishing and maintain organizational relationships internally and externally. Provide support and guidance to the external service provider regarding building maintenance.
<u>ENQUIRIES</u>	:	Ms S Vilane Tel No: (012) 395 9374
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/67</u>	:	<u>SENIOR VETTING OFFICER REF NO: NDOH 56/2025</u> Directorate: Security Services
<u>SALARY</u>	:	R397 116 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Social Sciences, Security Management or policing as recognized by SAQA. At least two (2) years' experience in vetting field work investigation and learning facilitation. Knowledge of Minimum Information Security Standard (MISS) and general administrative function including vetting. Knowledge of Public Service Act and Regulations, Security policies, National Strategic Intelligence Act, Protection information Act, Criminal Procedure Act, Promotion of Information Act and South African Constitution. Good communication (verbal and written), client orientation, telephone etiquette, customer service, conflict management, planning, organizing and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
<u>DUTIES</u>	:	Conduct vetting fieldwork investigations. Conduct proper analysis and quality checks on the information. Process personal suitability checks for shortlisted candidate. Conduct vetting and security related research and development. Capture finger prints on the finger print manager or take manual finger print and submit to SAPS. Render administrative support services. Receive and submit security clearance application. Provide effective communication channels and systems between department and State Security Agency (SSA) and other related agencies. Establish and promote relationships with external stakeholders including credit information providers to access information. Management of risk and audit queries.
<u>ENQUIRIES</u>	:	T Nghonyama Tel No: (012) 395 8746
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/68</u>	:	<u>PERSONAL ASSISTANT REF NO: NDOH 57/2025</u> Branch: Primary Health Care
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 in Office Administration / Management / Business Management / Administration / Management Assistant / Secretarial

		Diploma as recognized by SAQA. NQF 7 in the above fields will be an advantage. At least three (3) years' experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Good communication (verbal and written), telephone etiquette, planning, organizing and computer skills (MS Office package). Ability to act with tact and discretion. Ability to research and analyze documents and situations.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the manager. Coordinates with and sensitizes/advises the manager regarding engagements. Rendering administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the manager. Provides support to manager regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the manager with the administration of the manager's budget. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending.
<u>ENQUIRIES</u>	:	Ms J Hunter Tel No: (012) 395 8190
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/69</u>	:	<u>SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 58/2025 (X2 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R228 321 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate (NQF 4). Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Good communication (verbal and written), teamwork, interpersonal relations, planning, organizing and computer skills (MS Office package).
<u>DUTIES</u>	:	Render demand management clerical support. Prepare and compile supporting documentation for quotation submissions and approvals. Render acquisition management clerical support. Issue and receive bid/tender documents from prospective suppliers, ensuring proper control and registration. Render filing and record keeping services. File all quotation and tender documents in accordance with National Archives regulations and departmental file plans.
<u>ENQUIRIES</u>	:	Ms N Ndwandwe Tel No: (012) 395 8090
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/70</u>	:	<u>REGISTRY CLERK (PRODUCTION) REF NO: NDOH 59/2025 (X2 POSTS)</u> Directorate: Support Services
<u>SALARY</u>	:	R228 321 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4). Knowledge of registry duties, practices as well as the ability to capture data and operate computer. knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Good communication (verbal and written), interpersonal relations, planning, organizing and computer skills (MS Office package).
<u>DUTIES</u>	:	Provide counter services. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch mails. Render an effective filing and record management service. Opening and close files according to record classification system. Operate office machines in relation to the registry function. pen and maintain franking machine register. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution.
<u>ENQUIRIES</u>	:	Ms s Vilane Tel No: (012) 395 9374
<u>NOTE</u>	:	Please note that this post is advertised to create a database which will be utilized for a period not exceeding three (3) months from the closing date.
<u>CLOSING DATE</u>	:	07 July 2025

<u>POST 21/71</u>	:	<u>CLEANER REF NO: NDOH 60/2025 (X4 POSTS)</u> Directorate: Support Services
<u>SALARY</u>	:	R138 486 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	ABET level 4. Knowledge of personal hygiene, cleaning and preparation of tea/coffee. Basic English proficiency. Basic communication (verbal and written) and interpersonal relationship skills.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardroom. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Clean general kitchen. Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restroom. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (Microwares, Vacuum cleaners etc) and equipment after use. Request cleaning materials.
<u>ENQUIRIES</u>	:	Ms S Vilane Tel No: (012) 395 9374
<u>CLOSING DATE</u>	:	07 July 2025

**GRADUATE INTERSHIP PROGRAMME 2025-2027
(24 MONTHS)**

The National Department of Health invites unemployed graduates who seek practical work experience and who are interested in the Public Service career to apply for internship (an occupationally based work experience opportunity) in the occupation mentioned below for a minimum of twenty-four (24) months.

The applicants must not have been exposed or have participated in an internship programme. The Department aims to enhance the employability of unemployed graduate as potential employees through this internship programme.

OTHER POSTS

<u>POST 21/72</u>	:	<u>INTERNSHIP PROGRAMMES: ADMINISTRATION REF NO: NDOH 61/2025 (X7 POSTS)</u>
<u>STIPEND</u>	:	R7 860, 39 per month
<u>CENTRE</u>	:	Office of the Minister, Pretoria (X3 Posts) Branch: Primary Health Care, Pretoria (X2 Posts) Chief Directorate: District Health Services, Pretoria (X2 Posts)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and National Diploma (NQF 6) in Public Management/Public Administration /Business Administration/Business Management/Management Assistant and/or Office Management/Office Administration. Good communication (written and verbal), planning, organizational computer skills (MS Office package).
<u>DUTIES</u>	:	Assist in general support services. Assist supply chain support services within the component. Assist in personnel administration support services as well as with financial administration support services.
<u>ENQUIRIES</u>	:	Ms P Kekana/ Mr S Khoza Tel No: (012) 395 8154/8241
<u>CLOSING DATE</u>	:	07 July 2025
<u>POST 21/73</u>	:	<u>INTERNSHIP PROGRAMMES: SUPPLY CHAIN MANAGEMENT REF NO: NDOH 62/2025</u> Chief Directorate: Supply Chain and Assets Management
<u>STIPEND</u>	:	R7 860, 39 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 (NQF 4) certificate and National Diploma (NQF 6) in Supply Chain Management/Logistics/Public Management/Purchasing/ Transport Management. Good communication (written and verbal), planning, organizational computer skills (MS Office package).
<u>DUTIES</u>	:	Assist in supply chain management services within the component. Assist with asset management support. Assist with demand and acquisition support and assist with logistical support services.
<u>ENQUIRIES</u>	:	Mr J Mahlangu Tel No: (012) 395 8942
<u>CLOSING DATE</u>	:	07 July 2025

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)
(Taletso TVET College)

OTHER POSTS

<u>POST 21/74</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT (MINISTERIAL PROGRAMMES) REF NO: CD/49/05/2025</u> Branch: Taletso TVET College Directorate: Academic Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 - R686 091 per annum (Level 10) Central Office
	:	Matric Certificate/Grade 12. A recognised tertiary qualification (REQV 13) in the relevant field, including a professional teaching qualification. Five (5) years' experience in the TVET teaching environment, of which three (3) years must be at Campus Management level. A valid SACE certificate. A valid code B driver's licence. Knowledge: Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education Sector. Skills: Administrative, Planning and Organising, Financial Management, Report writing, Communication, Problem Solving, Analytical, Client-oriented, Project management. Team Leadership, People management. Values and attributes: Client service focus, Integrity, Committed, Proactive, Loyal, Ethics.
<u>DUTIES</u>	:	Develop, implement, and monitor academic and curriculum policies. Develop, implement, and monitor all QMS documents related to Ministerial Programmes. Ensure that classroom management takes place. Support the implementation of new programmes, qualifications, and revised NV(C) and R191 programmes and qualifications, or any other Ministerial programmes. Coordinate review and implementation of the ICASS instructions for NC(V) and R191. Ensure the conduct of assessment on all ministerial programmes takes place. Provide required reports to the college executive and oversight bodies. Oversee coordinated curriculum delivery at all campuses. Ensure the implementation of best practice teaching in collaboration with the campus manager. Monitor the recording and implementation of memos and directives received from DHET. Provide academic support to lecturing staff. Design and provide the college Academic Year Planner to guide staff with the campus manager. Monitor compliance with the College Academic Year Planner. Plan for delivery of quality teaching and learning. Monitor the Teaching and Learning Plan. Ensure that enrolment targets are set in line with campus facilities. Assist with admission processes. Ensure that the Admission Policy and Programme Policy are kept updated. Report on results and any other relevant indicators. Manage and oversee other modes of delivery, e.g. part-time classes. Analyse results and plan for intervention of critical subjects (Intervention Plan). Monitor class visit for support of ICASS and ISAT. Plan for delivery quality teaching and learning. Oversee SBA processes. Oversee staff development where applicable. Coordinate activities for the acquiring of learning materials. Identify learner materials, equipment and other resource requirements. Assist and authorise requests for PPE. Disseminate overall learning materials. Support and assist with blended learning. Support and assist with a learning management system (LMS). Manage and oversee COLTECH or other relevant programmes at campuses. Render management services to the staff. Convene HODs meetings. Monitor the allocation of staff and resources on the timetable and planning documents. Provide and present Academic Board reports. Submit documentation to DHET for approval of new programmes/subjects. Manage and oversee the Pre-Vocational Learning Programme (PLP). Any other duties related to the post as requested by the DPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NW Mailula Tel No: (018) 384 2346/50 Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za

NOTE

Lichtenburg.recruitment@taletso.edu.za
Mafikeng.recruitment@taletso.edu.za
Centraloffice.recruitment@taletso.edu.za

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/75

: **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: SSS/48/05/2025**

Branch: Taletso TVET College
Directorate: Academic Services

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 - R686 091 per annum (Level 10)

: Central office

: Grade 12 or equivalent. An appropriate Diploma/ Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 3-5 years' supervisory experience at a salary level of 7 or 8 in an education/teaching and learning environment or a related field. Sound knowledge of career guidance, including the disability of students. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Strong interpersonal, communication, analytical, client-oriented, motivational, negotiation and problem-solving skills. Good administrative, planning and organising, financial management; report writing, project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams. An expert understanding of student academic support services. Ability to design and implement internal administration systems and controls to ensure sound student support. Tactical decision-making skills. Ability to manage sports, art and culture activities. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.

DUTIES

: Oversee administration of the student support services unit. Overall management and coordination of the Student Support Services unit within the College. Management and provision of student counselling services. Management and provisioning of career guidance, counselling, and academic support for students. Management and facilitation of student governance and student leadership development. Manage mainstreaming of gender and

	disability within students. Management and implementation of sport, recreation, arts, and culture programs in the college. Management of all human, financial, and other resources of the unit. Regular reporting to Senior Management. Provide relevant and timely management information.
<u>ENQUIRIES APPLICATIONS</u>	<p>: Mr NW Mailula Tel No: (018) 384 2346/50</p> <p>: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.</p> <p>Lehurutshe.recruitment@taletso.edu.za</p> <p>Lichtenburg.recruitment@taletso.edu.za</p> <p>Mafikeng.recruitment@taletso.edu.za</p> <p>Centraloffice.recruitment@taletso.edu.za</p>
<u>NOTE</u>	<p>: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint. General Instructions to Applicants: Interviewed candidates may be subjected to competency assessment. Successful candidates will be required to sign an annual performance agreement and employment contracts on appointment. Successful candidates will be vetted, expected to disclose their financial interests, and may be subjected to security clearance.</p>
<u>CLOSING DATE</u>	: 11 July 2025
<u>POST 21/76</u>	: <u>ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION (X2 POSTS)</u> Branch: Taletso TVET College Directorate: Academic Services
<u>SALARY CENTRE</u>	: R468 459 - R551 823 per annum (Level 09)
	: Mafikeng Campus Ref No: MAF/HOA/45/05/2025
	: Lehurutshe Campus Ref No: LE/HOA/46/05/2025
<u>REQUIREMENTS</u>	: Grade 12 or equivalent plus a recognised Degree/National Diploma(NQF Level 6 in Public Management/Public Administration/Office Management or equivalent qualification, 3-5 years relevant supervisory experience in Administration related to education/ HRM/Finance and SCM or relevant environment, knowledge of office administration, knowledge of HRM, Knowledge of Public Service legislation and policies, Knowledge of PSETA, Knowledge and understanding of the TVET/CET Administration, understanding of the Higher Education sector, understanding of corporate governance, understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relation Act and any other related legislation, Planning and organising, Financial Management, Report writing Communication and interpersonal relations, Problem solving, Computer literacy, team leadership and must have a valid drivers 'licence.
<u>DUTIES</u>	: Oversee the academic and student administration support service, Oversee student registration and examination administration process, Oversee and

**ENQUIRIES
APPLICATIONS**

coordinate human resource administration services, Coordinate and gather Campus information as when requested by central office and Department, Oversee and Coordinate financial, asset and supply chain management services, Oversee Campus infrastructure, Maintenance and fleet management service, provide general administration support services and maintain a proper filling system, Management of human, physical and Financial resources, Ensure completion of performance agreements by all employees in the unit.

: Mr NW Mailula Tel No: (018) 384 2346/50
: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.
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Centraloffice.recruitment@taletso.edu.za

NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/77

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SCM/44/05/2025**
Branch: Taletso TVET College
Directorate: Academic Services

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09)
: Central office
: Matric or NCV Level 4 with a recognised 3 year degree/diploma in Supply Chain/Logistics/Finance equivalent qualification any other relevant equivalent qualification; 5 years' experience in the Supply Chain environment or any relevant field, in which 3 years must be supervisory experience in Supply Chain environment or relevant field; Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act; Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management; Understanding of Asset Management.

DUTIES

: Develop, review, implement and monitor SCM policies in line with relevant legislation; Oversee the procurement of goods and services for the College; Oversee the administration of demand and acquisition; Ensure an up to date database of service providers; Analysis and planning of procurement requirements, the collating of information for the annual procurement plan; SCM record keeping and reporting; Oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit. Skills and Competencies: Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem

**ENQUIRIES
APPLICATIONS**

solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management.

: Mr NW Mailula, Tel No: (018) 384 2346/50
: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.

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NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/78

: **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT
REF NO: IT/43/05/2025**

Branch: Taletso TVET College

Directorate: Academic Services

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09)

: Central office

: Grade 12 or equivalent plus a 3 Year tertiary qualifications in relevant areas and/or extensive administrative experience in the IT related field. Driver's license. 5 years applicable experience. Knowledge of Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy.

DUTIES

: To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental IT Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipment's in the Department, including the disposal thereof in terms of Treasury regulations.

ENQUIRIES

: Mr NW Mailula Tel No: (018) 384 2346/50

<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/79</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ADH/42/05/2025</u> Branch: Taletso TVET College Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R551 823 per annum (Level 09) Central office Grade 12 Certificate and a three-year National Diploma/ in Human Resource Management/ Public Administration/Public Management, Personnel Management or equivalent relevant qualifications at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in Human Resource Management environment of which 1 year should be on supervisory level, Knowledge of PERSAL. Shortlisted candidates will be required to submit PERSAL certificates/results. Extensive experience in Leave & Personnel Administration will be an added advantage. A driver's license. Skills and Competencies: Knowledge and understanding of Public Service Act, 1994, Knowledge of Public Service Regulation 2016, Labour Relations Act, Employment Equity Act. Basic Conditions of Employment Act, Knowledge of HRM policies, Knowledge of HR related standards, practices, processes and procedure, Knowledge of Batho Pele Principles, Knowledge of PERSAL system. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Implement efficient and effective recruitment and selection processes Ensure the administration of condition of service and benefit, Implement Performance Management and Development System and training initiatives, Ensure and implement labour relations matters and EHW programmes, Ensure the provision of efficient and effective provision of HR records management services. Supervise and develop staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tlhako E Tel No: (018) 384 2346/50 Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant

email address stating name of the post and reference number on the subject line.

Lehurutshe.recruitment@taletso.edu.za

Lichtenburg.recruitment@taletso.edu.za

Mafikeng.recruitment@taletso.edu.za

Centraloffice.recruitment@taletso.edu.za

NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/80

: **ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: FM/41/05/2025**

Branch: Taletso TVET College

Directorate: Finance and Administration

SALARY
CENTRE
REQUIREMENTS

: R468 459 - R551 823 per annum (Level 09)

: Central office

: Grade 12 or equivalent plus an appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Accounting/Public Finance/ Cost and Management plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Driver's License.

DUTIES

: Provide financial administration and procurement administration to the district office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES
APPLICATIONS

: Mr NW Mailula Tel No: (018) 384 2346/50

: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must be submitted to relevant email address stating name of the post and reference number on the subject line.

Lehurutshe.recruitment@taletso.edu.za

Lichtenburg.recruitment@taletso.edu.za

NOTE

Mafikeng.recruitment@taletso.edu.za
Centraloffice.recruitment@taletso.edu.za

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/81

: **SENIOR STATE ACCOUNTANT REF NO: SSA/39/05/2025 (X2 POSTS)**

Branch: Taletso TVET College

Directorate: Financial Accounting Financial Management Services

SALARY
CENTRE
REQUIREMENTS

: R397 116 - R467 790 per annum (Level 08)

: Central office

: Grade 12 or equivalent plus Three (3) years Tertiary qualification in Accounting or Equivalent qualification. Two (2) years functional experience. Knowledge: Departmental Policies and Procedures, Public Financial Management Act, Batho Pele principles, Transport Policy, Supply Chain Procedures, Basic Knowledge of all legislations, Budgeting in Government and Basic Accounting system. Skills Computer literacy, Planning and organising, Communication, Interpersonal relations and Conflict Management.

DUTIES

: Supervise the activities of the State Accounting Clerks / Snr AND State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development. Performance and discipline. Ensure quality of work. Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Salaries (Payments, Deductions etc.) Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Render a Financial Management advisory service to the Department by investigating, analysing, benchmarking, and interpreting legislation and prescripts and other Financial. Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analysing, developing, monitoring, and reviewing Departmental policies, strategies, guidelines, procedures, and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures, and practises. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures, and practises. Manage the selection, generation and presentation of financial management information considering the strategic and operational management information requirements. Authorise and verify all documents and transactions on LOGIS / BAS/ PERSAL according to

		delegations. (Authorisation should happen on a higher level preferable at level 9). Prepare reports on financial management issues and statistics. Compile monthly reconciliation's i.r.o. PERSAL/ BAS/ PMG – accounts and finalization of outstanding payments / submissions / recommendations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MA Matokong Tel No: (018) 384 2346/50
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.
		Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/82</u>	:	<u>SENIOR IT TECHNICIAN REF NO: IT/37/05/2025</u> Branch: Taletso TVET College Directorate: Information Technology Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Central office
	:	Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in IT / Computer Science (NQF Level 6) or equivalent. At least 2 - 3 years working experience within the IT environment. Software and hardware experience. IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT 51 support. Recognised industries certification such as MCSE / MCITP, A+, N+ security + and ITLv3 Foundation will be an added advantage. A valid driver's license. Willingness to travel and work extra hours.
<u>DUTIES</u>	:	Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers, and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer-based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of Human, financial and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KL Mooka Tel No: (018) 384 2346/50
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant

email address stating name of the post and reference number on the subject line.

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Mafikeng.recruitment@taletso.edu.za
Centraloffice.recruitment@taletso.edu.za

NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/83

: **SENIOR REGISTRATION OFFICER REF NO: SRO/36/05/2025**
Branch: Taletso TVET College
Directorate: Office Of Deputy Principal Registration Services

SALARY
CENTRE
REQUIREMENTS

: R397 116 - R467 790 per annum (Level 08)
: Central office
: Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Information Technology/Information Systems/ Data Management (NQF Level 6) or equivalent qualification. At least 2 - 3 years working experience in Student Administration / Data Management / TVET MIS environment. within the Administration / MIS environment. Knowledge and understanding of Information Management, Knowledge Management application and interpretation of office management, Business Management System (BMS), data warehouse and IT prescripts. Examination administration and submissions of examination data. Knowledge of the enrolment Standard Operating Processes (SOP), enrolment verification, completeness testing, monitoring, screening, and selection of applicants. Thorough knowledge of the application process of ITS, CAS and CACH systems. Good communication, planning, organizing and Interpersonal skills. Ability to function without supervision. Work under pressure. Computer Literacy (knowledge of MS packages). A valid driver's license.

DUTIES

: Develop and implement management plans for student enrolment and registration. Management of student enrolment in line with targets. Responsible to develop and implement plans to ensure compliance to the enrolment standardization processes of admission, enrolment, and registration across delivery sites. Provide support to campuses on administration matters and record management. Manage and verify preliminary entry files of all student data prior to submissions to DHET. Lead screening and selection processes in preparation for the Selection Committee. Engage and execute resolutions taken by the Selection Committee. Provide support with the validity, completeness testing, survey hub process and audits. Implement the Central Application System from DHET. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results, coordinating, and implementation systems, policies, and procedures. Ensure the overall supervision and administration of all academic and student related

		system programmes, course, and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical, and financial resources. Conduct systems monitoring and provide support to campuses and all college systems end users. Ensure optimal utilization of the College IT systems and provide reports.
<u>ENQUIRIES</u>	:	Ms ME Tlhako Tel No: (018) 384 2346/50
<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/84</u>	:	<u>SENIOR FINANCIAL AID OFFICER (BURSARIES) REF NO: SFO/32/05/2025</u> Branch: Taletso TVET College Directorate: Academic Services
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Central office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent and recognised three (3) year National Diploma/Degree in Financial Management/Accounting, 2-3-years' experience in bursary/financial aid services. Sound knowledge and understanding of the National Student Financial Aid Scheme (NSFAS) requirements and regulations. Sound knowledge of the CET Sector and understanding of other financial aid or loan options (such as from financial institution, employers, etc). effectively meeting customer needs; building productive customer relationship; taking responsibility for customer satisfaction. Effectively managing one's time and resources to ensure work is completed efficiently. Providing timely guidance and feedback to help others strengthen specific knowledge/skills areas needed to accomplish a task or solve a problem, basic knowledge of the public service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating system (eg ITS). Skills: Computer, planning and organizing, good verbal and written communication, basic numeracy skills ability to perform routine tasks, flexibility and interpersonal relations.
<u>DUTIES</u>	:	Review College bursary policies and procedures and make improvement recommendations, produce reports on the status of the student (College) bursaries in terms of the number of participating student, the nature of the aid or loan schemes, its duration, and the value of aid or loan College, establish a

schedule and timeframe for submitting College bursary applications, maintain records of all College bursary applications and related documentation, maintain a database of all student bursary application in terms of the Department of High Education and Training and NSFAS requirements. Receive and log all bursary application and process to ensure all required information has been submitted, notify campus student support officers of application gaps and non-compliance, notify student support officers of any changes in requirements, monitor bursary and other awards in conjunction with financial Management services, ensuring College policy and procedural compliance. Ensure overall supervision and coordination of student bursary scheme and financial aid schemes application processes for the entire college in line with NSFAS guideline, funder MOU/SLA, and policies, ensure overall supervision, monitoring evaluation and maintenance of database of all student applications in terms of the Department of Higher Education and Training and NSFAS requirements.

**ENQUIRIES
APPLICATIONS**

: Ms MA Matakong Tel No: (018) 384 2346/50
 : Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.
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 Mafikeng.recruitment@taletso.edu.za
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NOTE

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CLOSING DATE

: 11 July 2025

POST 21/85

: **SENIOR ADMINISTRATIVE OFFICER(OHS) REF NO: SAO/31/05/2025**
 Branch: Taletso TVET College
 Directorate: Facilities Management Corporates Services

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 - R467 790 per annum (Level 08)
 : Central office
 : Grade 12 or equivalent plus Three (3) year tertiary qualification at NQF6/7 SAQA recognized in Public Management / Public Administration / Social Science / OHS/ Finance / HRM. Two (2) years functional experience in a Pension administration / claims processing. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processed, Customer Service (Batho Pele Principles), Risk awareness, COLD Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening, and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organizing, Analytical thinking, Problem solving, Decision making.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KL Mooka Tel No: (018) 384 2346/50
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/86</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: CPO/21/05/2025</u> Branch: Taletso TVET College Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08) Central office
	:	Matric Certificate/Grade 12 plus Three (3) years relevant tertiary qualification in Human Resources Management. One to two years supervisory experience doing Human Resources Management Services. PERSAL Certificate / results, Valid driver's license (except for persons with disabilities), Core and Process Competencies: Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience. Knowledge of AJEL/NGN system. Knowledge and Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills. Knowledge: All labour legislation, Departmental policies and procedures related systems, Public Service Act, Batho Pele principles, Public Service Regulations. Skills: Communication,

		Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.
<u>DUTIES</u>	:	Monitor the recruitment and selection process. Facilitate the processing and approval of service benefits e.g. leave, housing allowances, acting allowances, overtime etc. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries. Manage all the resources within the section.
<u>ENQUIRIES</u>	:	Mr Mailula N.W Tel No: (018) 384 2346/50
<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/87</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: TNC/CO/25-06/3</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Labour Relations/Labour Law or equivalent qualification. At least 2 - 3 years' experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint). A valid driver's licence. Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Excellent report writing skills. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives. Accountability and ethical conduct.
<u>DUTIES</u>	:	Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. represent the College at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. ensure compliance with legislative framework relating to grievances and

disputes. keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the College. compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the College. produce monthly reports and analyse the reports to establish trends and develop interventions where required. contribute to the College's planning and monitoring and evaluation processes. manage the implementation of policies, resolutions, plans and strategies relating to labour relations. ensure compliance with legislative framework and monitor and evaluate implementation thereof, as well as suggest improvements where necessary. develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. conduct in-service training and induction of staff on labour related matters. attend to audit queries including the implementation of recommendations thereof. advice management, employees on labour relations practices, procedures, guidelines and policies, etc. support the Human Resource Manager in achieving the strategic objectives of the College on labour relations management. be willing to undergo continuous training and development. Attend and run meetings.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

APPLICATIONS **NOTE**

: Email to seniorlro@tnc.edu.za
: Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.

CLOSING DATE

: 04 July 2025

POST 21/88

: **SENIOR REGISTRATION OFFICER REF NO: TNC/CO/25 – 06/4**
Nature of Appointment: Permanent Appointment

SALARY **CENTRE** **REQUIREMENTS**

: R397 116 per annum (Level 08), plus benefits
: Central Office
: Matric/NQF Level 4 Certificate plus a recognised Degree/ National Diploma in in Business Administration, Public Management/ administration or any relevant qualification. An Honours degree or NQF Level 8 qualification will be an added advantage. Must have a minimum of at least 2-3 years working experience on student admission, enrolment, registration, examination processes, office management & record management in college / university / school administration environment. Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of ADAPTIT registration modules. Proven knowledge of storage and retrieval procedures in terms of the working environment. Proven report writing and presentation skills in the public sector and its legislation framework. Sound knowledge and understanding of the ITS student data system. In depth knowledge of retrieval of reports, student data, validation, verification. Examination administration and submissions of examination data. Knowledge of the enrolment Standard Operating Processes (SOP), enrolment verification, completeness testing, monitoring, screening and selection of applicants. Thorough knowledge of the application process of ITS, CAS and CACH systems. Understanding of all

relevant Human Resources legislative framework and regulations. Problem solving and analysis. Planning, organizing and time management. Computer literacy, Service delivery innovation. Client orientation and customer focus. Communication and information management in Data Management/ TVET MIS environment. Application of the MS Office Package (Word, Power Point and Excel). A valid driver's license.

DUTIES : Develop and implement management plans for student enrolment, registration and monitoring thereof. Management student enrolment in line with targets. Responsible to establish training plans to ensure compliance to the enrolment standardization processes of admission, enrolment and registration SOP and Oversee and manage student registration activities at all campuses. Provide support to campuses on administration matters and Supervise record management and preliminary student data validation processes. Oversee training and compliance with standardized enrolment processes. Manage and verify preliminary entry files of all student data prior to submissions to DHET. Lead screening and selection processes in preparation for the Selection Committee. Engage and execute resolutions taken by the Selection Committee. Provide support with the validity, completeness testing, survey hub process and audits. Implement the Central Application System from DHET. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results, coordinating, and implementation systems, policies, and procedures. Use various tools, extract data to facilitate statistical reporting. Interact with service provider regarding upgrades and request for assistance. Maintain data on student registration and submit monthly reports: compile, monitor academic examination and staff, statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Ensure the overall supervision and coordination of student registration at all campuses. Ensure the overall supervision and coordination of career counselling and career exhibition services. Ensure that learner profiler is linked with the application platform. Ensure the overall supervision and coordination of guidance and testing of students, regarding choice of and placement within programmes at all campuses. Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. Ensure the overall supervision and administration of the registration. Implement and support the DHET Central Application System (CAS) and related survey/audit processes.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

APPLICATIONS : Email to seniorregistration@tnc.edu.za
NOTE : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.

CLOSING DATE : 04 July 2025

POST 21/89 : **SENIOR ADMIN OFFICER: GOVERNANCE REF NO: TNC/CO/25- 06/5**
Nature of Appointment: Permanent Appointment

SALARY : R397 116 per annum (Level 08), plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Central Office
	:	B.Com. Law/LLB Degree/BA Degree (Administration/English/Communication); At least 2 - 3 years' experience in administrative and secretarial duties; Knowledge of Microsoft Windows and Microsoft Office. Competencies: Well-developed verbal and written communication skills; Ability to develop comprehensive yet succinct written and presentation documents that communicate Council Resolutions; Document Management and Record Keeping Skills; High level of diplomacy and tact, ensuring confidentiality of information at all times; Well-groomed and self-motivated with learning agility; Good organisational and time management skills; Ability to work under pressure and within tight deadlines; Ability to work flexi hours as and when required.
<u>DUTIES</u>	:	Arranging logistics for the Council and EXCO for meetings; Providing secretarial functions for the Council and EXCO meetings; Ensuring regulatory compliance with relevant related legislation, Policies, guidelines, protocols and systems; Providing advice and guidance on relevant policy gaps; Advising Council on best practices of Corporate Governance; Maintain accurate records of official documents and safeguard sensitive or confidential information from disclosure; Manage correspondence and serves as a point of contact between the Council and other parties; Compile and monitor the Council budget and expenditure; Process claims of Council members; Execute duties as and when delegated by the Principal.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS NOTE</u>	:	Email to saogovernance@tnc.edu.za
	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/90</u>	:	<u>EMPLOYEE HEALTH AND WELNESS PRACTITIONER REF NO: EHP/30/05/2025</u> Branch: Taletso TVET College Directorate: Corporates Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Central Office
	:	Grade 12 or equivalent plus an appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification, A minimum of three (3) to five (5) years of practical experience in the Employee Health and Wellness environment. Willingness to travel and a valid driver's licence. Skills & Competencies: Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal) presentation and listening). Analytical thinking, problem-solving and decision-

DUTIES

making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Good coordination and report writing skills.

: Administer the Employee Health and Wellness Programme. Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness related issues. Provide advice and guidance to management and staff on EH&W related matters. Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff. Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related.

ENQUIRIES APPLICATIONS

: Ms MA Matokong Tel No: (018) 384 2346/50
: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must be submitted to relevant email address stating name of the post and reference number on the subject line.

Lehurutshe.recruitment@taletso.edu.za

Lichtenburg.recruitment@taletso.edu.za

Mafikeng.recruitment@taletso.edu.za

Centraloffice.recruitment@taletso.edu.za

NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/91

: **SPORT, ARTS AND CULTURE OFFICER REF NO: SAC/29/05/2025**

Branch: Taletso TVET College

Directorate: Registration Services Student Support

SALARY CENTRE REQUIREMENTS

: R325 101 - R382 959 per annum (Level 07)

: Central Office

: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three (3) year National Diploma (NQF level

6) in sports Management/ Administration or equivalent. 1-2 years' experience in sports and culture environment. Driver's license will be an advantage. Sports Administration, cultural administration, project management, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Services, and knowledge of procedures in terms of the working environment.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards, and local areas, in conjunction with the stakeholders. Facilitate sustainable capacity development programs in sport within the schools, wards, local areas, and districts. Implement sport and recreation programs in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational Policies. Render administrative functions in relation to programs that are implemented and to implement arts and culture programmes.

ENQUIRIES : Ms ME Tlhako Tel No: (018) 384 2346
APPLICATIONS : Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.

Lehurutshe.recruitment@taletso.edu.za
 Lichtenburg.recruitment@taletso.edu.za
 Mafikeng.recruitment@taletso.edu.za
 Centraloffice.recruitment@taletso.edu.za

NOTE : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE : 11 July 2025

POST 21/92 : **STATE ACCOUNTANT REF NO:SA/27/05/2025 (X2 POSTS)**
 Branch: Taletso TVET College
 Directorate: Financial Accounting Finance Management

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : Grade 12 or equivalent plus a recognized National Diploma in Financial Management (NQF Level 6) or Bachelor's degree. 2-3 years' experience in financial management environment. Basic knowledge of financial functions, practices as well as the ability to capture, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Skills: Planning and organizing skills. Good verbal and written communication. Ability to perform routine tasks. Ability to operate office equipment. Interpersonal Relations. Accuracy. Flexibility. Aptitudes of figures and valid driver's licence.

<u>DUTIES</u>	:	To supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes. Salaries (Payments, Deductions etc.). Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). To address financial management enquiries to ensure the correct implementation of financial management practices. To verify transactions on LOGIS / BAS/ PERSAL according to delegations. To supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms MA Matokong Tel No: (018) 384 2346/50
<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must be submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/93</u>	:	<u>CAREER GUIDANCE OFFICER REF NO: CG/26/05/2025 (X1 POST)</u> Branch: Taletso TVET College Directorate: Academic And Student Administration Support Mafikeng Campus
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Mafikeng Campus
<u>REQUIREMENTS</u>	:	Grade 12/NCV) Level 4 or equivalent with an appropriate Diploma or BA Degree qualification (REQV 14) in Psychology/Social Science or equivalent qualification. Registration with relevant Council (HPCSA/SACSSP). Minimum of 2-3 years relevant experience in career development / guidance and counselling or relevant environment. Computer Literacy. A valid driver's licence. Knowledge & Skills: Knowledge of career guidance; Knowledge of career counselling; Knowledge of career exhibitions; PSET and CET Act; Public Service prescripts; DHET Policies; Industrial operation; Opportunity linkages with industries. Excellent Communication (oral and written). Networking; Negotiation; Research; Interpersonal; Planning & Organising.
<u>DUTIES</u>	:	Provide career guidance and testing of prospective students (in collaboration with the registration unit) Provide academic and individual counselling sessions to students. Coordinate and provide career exhibition services. Implement programmes to coach, mentor and develop student job readiness. Registration and enrolment support. Students counselling and referrals. Students career guidance support. Coordinate student wellness programs. Facilitate outreach

**ENQUIRIES
APPLICATIONS**

programme for students. Assist with student's events organisation and administration. Assist with placement of students.

: Ms MA Matokong Tel No: (018) 384 2346/50
: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.

Lehurutshe.recruitment@taletso.edu.za

Lichtenburg.recruitment@taletso.edu.za

Mafikeng.recruitment@taletso.edu.za

Centraloffice.recruitment@taletso.edu.za

NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/94

: **EXAMINATION OFFICER (X3 POSTS)**

Branch: Taletso TVET College

Directorate: Mafikeng Campus Academic and Student Administration Support

**SALARY
CENTRE**

: R325 101 - R382 959 per annum (Level 07)

: Mafikeng Campus Ref No: TSO/EO/23/05/2025

Lehurutshe Campus Ref No: LE/EO/24/05/2025

Lichtenburg Campus Ref No: TA/EO/25/05/2025

REQUIREMENTS

: Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education /Administration or equivalent qualification; 3-5 years in the teaching and learning environment/related field; Knowledge of White Paper on PSET Act; knowledge of Public TVET sector and its regulatory and legislative framework; Knowledge and understating of the Higher Education sector; Knowledge and understanding of TVETMIS, and ITS; Sound knowledge of legislation regulating examinations and assessments; Computer literate in MS Office(Word, Excel, Outlook and internet); A valid driver's license. Skills and Competencies Management; Computer skills; Communication; Client Service; Visionary Leadership Abilities; An understanding of transformation issues and capacity building processes in the DIET sector; Sound knowledge of CET Act, policies and practices and any other relevant legislations. Good interpersonal skills; Good problem solving and analytical skills; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team; planning, organising, leading and control skills; research, report writing and presentation skills.

DUTIES

: Ensure the provision of examination services; Conduct training of Invigilators, Markers and Data Capturers; Establish the function of Irregularity Committee; Ensure the management and control of issuing of the certificates; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit.

ENQUIRIES

: Ms ME Tlhako, Ms MA Matokong, Ms KL Mooka Tel No: (018) 384 2346

<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/95</u>	:	<u>CHIEF REGISTRY CLERK REF NO: CRC/22/05/2025</u> Branch: Taletso TVET College Directorate: Human Resource and Administration Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07) Central Office Grade 12 (Matric)/ a SAQA recognised National Diploma or an equivalent qualification. At least 3-5 years' working experience in Registry. A certificate in Records Management offered by National Archives. Knowledge of registry duties, mailing, courier services as well as the ability to capture data and operate a computer. Knowledge of filing of documents, storage, and retrieval procedures in terms of the working environment. Working knowledge and understanding of legislative framework governing the Registry work such as NARS Act, Public Service Act, etc. Ability to interpret and apply policies, directives, and relevant prescripts. Understanding of the work in Registry. Good verbal and writing skills. Good leadership skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for supervising the opening and closing of files according to the applicable record classification system; Filing, storing, tracing and retrieving documents and pending files; Ensuring that index cards are completed; Helping with the allocation of filing numbers; supervising the usage of the franking machine by delegated registry clerks; Franking mail items, recording items of monetary values received through the post and updating the control registers on a daily basis; Do spot checks on postal articles in order to ensure that no private postal articles are franked by mistake; Locking mail in the postal bag for messengers/drivers to deliver to the Post Office; Maintaining remittance register; Recording all valuable articles as prescribed by the applicable laws and policies; Sending wrong remittances received back to senders through registered post and recording reference numbers in the register; Keeping daily record of amount of letters franked; Handling all courier related enquiries; Supervising the sorting and dispatching of mail; Distributing notices on registry issues; Attending to clients; Handling telephonic enquiries on Registry related work; Receiving and registering hand delivered mail and files; Scanning files electronically; Sorting and packaging files for archiving and

distribution; Compiling list of documents to be archived and submitting the list to the supervisor; Keeping record of the archived documents; Providing supervisory duties to Registry Clerks, assessing staff performance and applying discipline.

**ENQUIRIES
APPLICATIONS**

- : Mr Mailula N.W Tel No: (018) 384 2346/50
- : Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.
Lehurutshe.recruitment@taletso.edu.za
Lichtenburg.recruitment@taletso.edu.za
Mafikeng.recruitment@taletso.edu.za
Centraloffice.recruitment@taletso.edu.za

NOTE

- : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

- : 11 July 2025

POST 21/96

- : **FINANCIAL AID OFFICER REF NO: FAO/20/05/2025**
Branch: Taletso TVET College
Directorate: Financial Accounting

**SALARY
CENTRE
REQUIREMENTS**

- : R325 101 - R382 959 per annum (Level 07
- : Central office
- : Senior Certificate or equivalent plus a National Diploma / Degree in Financial Accounting or equivalent qualification. 2 years' experience working in the bursary administration environment. A good understanding of the TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collate financial statistics. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. Extensive working skills on MS Excel is required for this position. MS Excel skills will be determined during a practical that forms part of the verbal interview score. A driver's licence will be an added advantage.

DUTIES

- : Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Administer student attendance report requisitions. Verify student

**ENQUIRIES
APPLICATIONS**

accommodation with property owners. Be responsible for verbal and written enquiries from students, parents and other relevant stakeholders.

- : Ms MA Matokong Tel No: (018) 384 2346/50
- : Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.

Lehurutshe.recruitment@taletso.edu.za

Lichtenburg.recruitment@taletso.edu.za

Mafikeng.recruitment@taletso.edu.za

Centraloffice.recruitment@taletso.edu.za

NOTE

- : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

- : 11 July 2025

POST 21/97

- : **EXAMINATION OFFICER (X2 POSTS)**

Nature of Appointment: Permanent

**SALARY
CENTRE**

- : R325 101 per annum (Level 07), plus benefits

- : Pretoria Campus Ref No: TNC/PC/25 – 06/6

- : Mamelodi Campus Ref No: TNC/MC/25 – 06/7

REQUIREMENTS

- : Matric certificate or NC (V) Level 4 certificate with a National Diploma/Degree in Management Assistant / Office Administration or equivalent qualification. At least 1 - 2 years' experience at a TVET College or in an educational institution. Knowledge of White Paper on PSET. Knowledge of Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of TVETMIS, and ITS, TVET National Examination Policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres. Sound knowledge of legislation regulating examinations and assessments Excellent computer skills/knowledge of Microsoft Office packages. Good leadership skills. Ability to write reports. Must be able to work under pressure, in a team, independently and for longer hours. Use problem-solving techniques to tactfully address queries / concerns. Ability to perform routine tasks and meet deadlines. Effective organisational, administration, time management, communication (verbal and written) and planning skills. Computer literate in MS Office (Word, Excel, Outlook and internet). A valid driver's license.

DUTIES

- : Updating and verification of final examination marks on the ITS System; verification of captured final examination marks. Capture examination enrolments on ITS System. Issuing of term mark sheets for completion and returning back. Issuing of exam permits and preparing exam venues to be conducive enough to run exams. Compile the daily examination reports and submit to the Curriculum Implementation. Submit examination irregularities to the DHET National and Examination irregularity committee. Ensure that there is a smooth receiving, collating and dispatching of both full-time and part-time

		scripts to the National Examination marking centres. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding examinations. Be the liaising person between the college and DHET on all the examination related matters. Implement the College examination related policies. Verify and declare students qualifying for graduation to the graduation committee. Issuing of statement of results, examination permits, certificates and diploma applications. Timeous completion of preliminary schedule to make amendments and send to the department for corrections. Assist with the submission of outstanding ICASS/POE's and keep electronic records. Execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED). Application for examination concessions to the DHET. Ensure the provision of examination services; facilitate the process of invigilation training, pre-examination meeting for students, markers and data Capturers; Establish the function of Irregularity Committee; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit. Ensure record management and reporting every examination cycle. Execution of any other duties assigned.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS</u>	:	Email to examofficerpc@tnc.edu.za for Pretoria Campus and examofficermc@tnc.edu.za for Mamelodi Campus
<u>NOTE</u>	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/98</u>	:	<u>ADMINISTRATIVE CLERK (X3 POSTS)</u> Branch: Taletso TVET College Directorate: Taletso Academic and Student Administration
<u>SALARY CENTRE</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Mafikeng Campus Ref No: AC/17/05/2025
	:	Lehurutshe Campus Ref No: AC/18/05/2025
	:	Lichtenburg Campus Ref No: AC/19/05/2025
<u>REQUIREMENTS</u>	:	Senior/Matric certificate. Knowledge: Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act and related instructions. Knowledge of and ability to handle labour saving devices. Skills: Computer Literacy. Good verbal and written communication skills. Planning and organisation. Interpersonal relations / teamwork. Filing and reference skills.
<u>DUTIES</u>	:	Render general clerical support services. 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 the filing system for the component. Type letters

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

**ENQUIRIES
APPLICATIONS**

: Ms ME Tlhako, Ms MA Matokong, Ms KL Mooka Tel No: (018) 384 2346
: Hand delivery to; Taletso TVET College, Kgora Building next to SABCO, HR Office (Mafikeng Campus) or NB: ALL applications must be submitted to relevant email address stating name of the post and reference number on the subject line.
Lehurutshe.recruitment@taletso.edu.za
Lichtenburg.recruitment@taletso.edu.za
Mafikeng.recruitment@taletso.edu.za
Centraloffice.recruitment@taletso.edu.za

NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/99

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
REF NO: SC/16/05/2025
Branch: Taletso TVET College
Directorate: General Administration Support Mafikeng Campus

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)
: Mafikeng Campus
: Grade 12 or equivalent plus Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate Asset Management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Physical Ability to lift /move heavy objects and supplies. Competencies (knowledge/skills): Computer literacy (Word and excel). Sound theoretical and practical knowledge of policies regarding financial and Supply chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS).

<u>DUTIES</u>	:	Maintain and update asset register. Procure assets and services on EPS. Ensure that all transactions comply with the legislative requirements. Manage Assets movement, inventory update, bar-coding, and maintenance of equipment. Undertake interim and annual financial stock takes, reporting of losses, theft shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures.
<u>ENQUIRIES</u>	:	Ms MA Matokong Tel No: (018) 3842346/50
<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/100</u>	:	<u>FINANCE CLERK</u> Branch: Taletso TVET College Directorate: Taletso Financial Management Services
<u>SALARY CENTRE</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Mafikeng Campus Ref No: FC/14/05/2025 (X1 Post)
	:	Central Office Ref No: FC/15/05/2025 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent plus a National Diploma/bachelor's degree in financial management, Accounting, or related qualification. At least 1 year' experience in finance or accounting related field, Basic understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial information, Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, GRAP, CET ACT 16 OF 2006). Competencies, Abilities and Skills: Knowledge of basic financial principles and procedures, ability to perform adequately and methodically under pressure, verbal and written communication skills, proficiency in MS office suite, Knowledge of ITS will be an added advantage.
<u>DUTIES</u>	:	Accurately enter financial data into the College's accounting systems and maintain up-to-date records for both receivables and payables. Maintain a systematic and accurate filing system for all financial documentation, including invoices, receipts, and payment records. Work closely with the finance team, registrar's office, and procurement departments to ensure smooth operations and timely processing of financial transactions. Provide necessary documentation and support during internal and external audits related to accounts receivable and payable.

<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/101</u>	:	<u>SECRETARY</u> Branch: Taletso TVET College Directorate: Taletso Office of The Campus Manager
<u>SALARY CENTRE</u>	:	R228 321.00 to R268 950.00 per annum (Level 05)
	:	Lehurutshe Campus Ref No: SE/10/05/2025 (X1 Post)
	:	Mafikeng Campus Ref No: SE/11/05/2025 (X1 Post)
	:	Lichtenburg Campus Ref No: SE/12/05/2025 (X1 Post)
	:	Central Office Ref No: SE/13/05/2025 (X3 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-3 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and sets up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ME Tlhako, Ms MA Matokong, Ms KL Mooka Tel No: (018) 384 2346
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant

		email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/102</u>	:	<u>HR ADMINISTRATION CLERK REF NO: HRC/09/05/2025</u> Branch: Taletso TVET College Directorate: Corporates Services
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Central office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent certificate, relevant qualification in Human Resource Management with 1-year experience in Human Resource Department. Computer Literacy. Knowledge of Human Resource Administration Processes. Knowledge of PERSAL system. Knowledge of HR prescripts and regulations. PERSAL Introduction certificate will be an added advantage. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle confidential information. Ability to work in a team and under pressure. Valid driver's license.
<u>DUTIES</u>	:	Perform Human Resource Administration functions such as recruitment and selection, appointments, transfers, relocations, promotion, termination of service, leave Management, PILIR, allowances, salaries etc. provide HR related advice and assistance to staff members and students in the execution of daily tasks. Ensure safekeeping of documents and filing of all related documents for staff members and student's. Perform any other task delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms ME Tlhako Tel No: (018) 384 2346/50.
<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must be submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the

applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.

CLOSING DATE

: 11 July 2025

POST 21/103

: **BURSARY CLERK REF NO: TNC/TC/25-06/8**

Nature of Appointment: Permanent

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum (Level 05), plus benefits

: Temba Campus

: Senior Certificate or equivalent plus a National Diploma / Degree in Financial Accounting or equivalent qualification. A good understanding of the TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collate financial statistics. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. Extensive working skills on MS Excel is required for this position. MS Excel skills will be determined during a practical that forms part of the verbal interview score. Knowledge of bursary operations. A driver's licence will be an added advantage.

DUTIES

: Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Administer student attendance report requisitions. Verify student accommodation with property owners and provide reports. Advocacy of bursary at the Campus. Induction of students and the changes in the eligibility guidelines. Be responsible for the administration of other bursaries. Be responsible for verbal and written enquiries from students, parents and other relevant stakeholders.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

APPLICATIONS
NOTE

: Email to bursaryclerk@tnc.edu.za

: Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted

candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/104</u>	:	<u>SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/TC/25 – 06/9</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R228 321 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Temba Campus
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-3 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and sets up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS</u>	:	Email to secretarytocom@tnc.edu.za
<u>NOTE</u>	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.
<u>CLOSING DATE</u>	:	04 July 2025

<u>POST 21/105</u>	:	<u>TALETSO RECEPTIONIST</u> Branch: Taletso TVET College Directorate: Taletso General Administration Support
<u>SALARY CENTRE</u>	:	R193 359 - R227 766 per annum (Level 04) Central Office Ref No: REC/05/05/2025 (X1 Post) Mafikeng Ref No: REC/06/05/2025 (X1 Post) Lehurutshe Ref No: REC/07/05/2025 (X1 Post) Lichtenburg Ref No: REC/08/05/2025 (X1 Post)
<u>REQUIEREMENTS</u>	:	Grade 12 or NQF Level 4; additional certificates in Office Management or Management Assistant will be an advantage. Proficiency in Microsoft Office Suite, Hands-on experience with office equipment (e.g. Fax machines and printers), Professional attitude and appearance, Solid written and verbal communication skills, Ability to be resourceful and proactive when issues arise, Excellent organizational skills, Multitasking and time-management skills, with the ability to prioritize tasks and Customer service attitude. Experience: Previous experience will be added as advantage.
<u>DUTIES</u>	:	Greet and welcome guests as soon as they arrive at the office, Direct visitors to the appropriate person and office, Answer, screen and forward incoming phone calls, Ensure reception area is tidy and presentable with all necessary stationery and material (e.g. pens, forms and brochures), Provide basic and accurate information in-person and via phone/email, Receive, sort and distribute daily mail/deliveries, Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges), Order front office supplies and keep inventory of stock, Update calendars and schedule meetings, Arrange travel and accommodations, and prepare vouchers, Keep updated records of office expenses and costs, perform other clerical receptionist duties such as filing and photocopying, transcribing and faxing.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MA Matokong, Ms ME Tlhako, Ms KL Mooka; Tel No: (018) 384-23416/50 Hand delivery to; Taletso TVET College, Kgora Building next to SABCO, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025

<u>POST 21/106</u>	:	<u>MESSENGER / DRIVER</u> Branch: Taletso TVET College Directorate: Taletso General Administration Support
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Mafikeng Campus Ref No: REC/04/05/2025 (X1 Post) Lehurutshe Campus Ref No: REC/005/05/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code B/EB. Valid Public driving licence. Three (3) years driving experience or messenger operating experience will be an added advantage. Ability to transport employees, goods/parcels and work under pressure including overtime/weekends and public holidays. Physically fit and able to lift and load goods/parcels. Be able to read and write.
<u>DUTIES</u>	:	Render messenger services to the department: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering documents and parcels. Provide transportation duties to the department: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried out within and without an approved trip. Ensure vehicles are always in good operating condition. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that apply in the work environment.
<u>ENQUIRIES</u>	:	Ms MA Matokong, Ms ME Tlhako Tel No: (018) 384-23416/50
<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025

<u>POST 21/107</u>	:	<u>CLEARNERS SUPERVISOR REF NO: CS/01/05/2025</u> Branch: Taletso TVET College Directorate: General Administration Support Lichtenburg Campus
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Lichtenburg Campus
<u>REQUIREMENTS</u>	:	Minimum Matric/Grade 12, Minimum 2 years supervisory experience in a similar environment, Ideal experience in commercial or hospitality industries advantageous, Safety standards and management. Skills and Competencies: Attention to detail, Sense of urgency, Able to work under pressure, Be flexible and adaptable, Able to work independently, good communication skills.
<u>DUTIES</u>	:	Ensure work schedules/job cards are in place for each position and relevant to site, Report maintenance and safety concerns to the manager on a day-to-day bases, ensure consistently high service standards are maintained for all services in scope with regular inspections, ensure that staff are correctly and smartly dressed displaying a name badge. Highlight to sites the importance of always upholding the company image, ensure that cleaning methodology are strictly adhered to in line with company policies, quality programmes and legislation, managing company assets by performing monthly spot checks on high value items. When checking assets ensure that equipment is kept in a good condition and repaired and serviced when required, Do daily checks and follow-ups, Report maintenance and safety concerns to the manager on a day-to-day basis, Maintain personal health, hygiene and professional appearance, Responding to management request timeously and providing necessary action required, Hospitality or commercial experience, To maintain a high standard of morale and motivation through good communication skills, Ensure work schedules/job cards are in place for each position and relevant to site.
<u>ENQUIRIES</u>	:	Ms KL Mooka Tel No: (018) 384 2346/50
<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABCO, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint.
<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/108</u>	:	<u>HANDYMAN</u> Branch: Taletso TVET College Directorate: General Administration Support Lehurutshe Campus
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03)

<u>CENTRE</u>	:	Lehurutshe Campus Ref No: HM/02/05/2025 Lichtenburg Campus Ref No: TA/03/05/2025
<u>REQUIREMENTS</u>	:	Grade 10, ABET level 3 or recognized trade certificate. Minimum of three (3) years 'experience in building maintenance. Welding experience will be an added advantage.
<u>DUTIES</u>	:	Perform minor maintenance i.e., unblock drains, urinary and toilets. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this post. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this post. Perform minor maintenance i.e., unblock drains, urinary and toilets. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this.
<u>ENQUIRIES</u>	:	Ms ME Tlhako, Ms KL Mooka Tel No: (018) 384 2346/50
<u>APPLICATIONS</u>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. 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 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). The department have the right not to appoint. Intention to promote presentively (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	11 July 2025

NATIONAL TREASURY

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



CLOSING DATE
NOTE

: 07 July 2025 at 12:00 pm (Midday)
: Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON**POST 21/109**

: **DIRECTOR: SCM STRATEGIC PROCUREMENT REF NO: S011/2025**
Division: Office of The Chief Procurement Officer (OCPO)
Purpose: To provide strategic procurement support services to improve performance and efficiency of the state procurement system including value for money and leveraged benefits in all three spheres of government.

SALARY
CENTRE
REQUIREMENTS

: R1 216 824 - R1 433 355 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF 7) in any of the following disciplines: Supply Chain Management or Logistics or Purchasing or Management or Commerce, A minimum 5 years' experience at a middle or senior managerial level obtained in Supply Chain Management environment, Knowledge of PFMA, Treasury Regulations, SCM Policies and prescripts, Knowledge and experience of policy analysis and development, Knowledge and experience in strategic procurement, Knowledge and experience in gathering, analysing, and dissemination of information, Knowledge and experience in data gathering, analysing, and dissemination of information, Experience in Project Management, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as

endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key Outputs include: Strategy and Policy: Collaborate on and contribute to the design, development and maintenance of a strategic procurement framework including: national guidelines, processes, and standards for strategic procurement, a strategic procurement monitoring and evaluation system, Manage the dissemination of the strategic procurement framework to all three spheres of government, Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks, and guidelines, Manage and support the design and development of a strategic procurement regulatory environment that responds to policy goals and government objectives. Stakeholder Management: Engage with government stakeholders to facilitate and coordinate the development and implementation of strategic procurement strategies and plans (national, provincial, and local spheres), Engage with public sector-specific strategic partners to support the development and implementation of strategic procurement strategies and plans, Engage with external stakeholders to facilitate and coordinate the development and implementation of strategic procurement services. Products and Services Management: Manage the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually; as required), Contribute to and manage the design and development of strategic procurement strategies for universal products and services across government spheres, Manage the design and development of strategic procurement work plans for: Client engagement, Service delivery, Monitoring and evaluation. Service Delivery: Manage the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually; as required), Manage the identification of key strategic procurement project opportunities for targeting based on: the importance of the commodity/service to achieve service delivery, and the complexity of the supply market, Manage client environment and strategic procurement-related reports and diagnostics, Manage the research, development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) including: strategic procurement best-practices, strategic procurement spend analysis and research, strategic procurement recommendations, strategic procurement recommendations facilitation and implementation, Manage and/or assist with the development and implementation of strategic procurement plans to ensure that value for money is achieved and benefits are leveraged. Monitoring and Evaluation: Collaborate on and contribute to monitoring and evaluation systems for strategic procurement, Manage the monitoring, prediction and mitigation of strategic procurement project risks and performance management, Manage the monitoring, assessment, evaluation and reporting on strategic procurement projects governance and oversight to measure value for money and leveraging of benefits achievements, Manage the monitoring and reporting on the progress of strategic procurement interventions, Evaluate and report on the impact of strategic procurement interventions including value for money and leveraging of benefits. Research and Development: Manage and perform research and benchmarking on strategic procurement good practices, Identify and recommend on new and alternative solutions to strategic procurement services, Manage and report on strategic procurement trends analysis. Knowledge and Information Management: Manage strategic procurement-related knowledge and information, Manage the content of strategic procurement-related KIM platforms.

ENQUIRIES **APPLICATIONS**

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

POST 21/110

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

Division: Corporate Services (CS)

Re-advertisement, the post is re-advertised, applicants who previously applied need not to re-apply.

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

SALARY
CENTRE
REQUIREMENTS

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

: Pretoria

: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF 7) in any of the following disciplines: Human Resources Management or Business Administration or Management or Public Administration or Public Management, A minimum 5 years' experience at a middle or senior managerial level obtained within Human Resources Management environment or related field, Knowledge and experience of the Public Service Human Resources Management Legislative Framework, Knowledge and experience of the Public Service Act and Regulations, Business Relations Skills in the HR environment, Knowledge of Human Resources Information and application Systems, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

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

ENQUIRIES
APPLICATIONS

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

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

OTHER POSTS

<u>POST 21/111</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH, WELLNESS AND DIVERSITY PROGRAMMES REF NO: S009/2025</u> Division: Corporate Services (CS) Purpose: To manage, implement and maintain Employee Health, Wellness (EHW) and Transformation Programmes.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 - R1 055 958 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) or Bachelor's degree (equivalent to NQF 7) in any of the following disciplines: Psychology or Social Services, Registration with Health Professions Council of South Africa (HPCSA) as Counsellor or Psychologist, or South African Council for Social Service Professions (SACSSP) as a Social Worker, A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent in Employee Health, Wellness and Transformation Programmes related fields; and Knowledge and experience of the management of an onsite health facility.
<u>DUTIES</u>	:	Some key Outputs include: Employee Health, Wellness and Diversity Programmes Governance: Draft / review policies to guide the implementation of EHW, Productivity Management and Diversity Programmes, Implement the Employee Health and Wellness Strategic Framework, Develop and maintain Employee Health and Wellness standard operating procedures for all EHW programmes, Procure Employee Health and Wellness offerings and manage service providers, Establish and coordinate Transformation, Gender and Wellness Committee, Provide Employee Health and Wellness Management Reports in line with DPSA prescripts. Wellness, Health and Productivity Management: Conduct life skills training on time, conflict and stress management in the workplace, Coordinate the promotion of physical health through sports events, Coordinate the distribution of posters and brochures on physical wellness, Facilitate and coordinate services for wellness day, Liaise/Network with stakeholders and other organisations with regard to Employee Wellness issues, and implement best practices accordingly, Utilise internal communication to communicate and promote Employee Wellness activities, Promote team building through recreational activities across the NT, Market the Employee Wellness programme through poster awareness, publication of health information monthly, information sessions, commemoration of health events according to the Health and Wellness calendar, liaison with employees / managers etc., Conduct absenteeism analysis and compile reports. Facilitate the implementation of HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes.: Draft/Review policies to guide the implementation of HIV/AIDS and TB Management, Conduct HIV Counselling and Testing campaigns, Conduct HIV, AIDS, STI, and TB information sharing sessions, Monitor the distribution of male and female condoms, Facilitate the implementation of HIV & AIDS programmes, Observe Health calendar days and initiate awareness programmes within the NT. Coordinate and render Employee Assistant Programme (EAP): Coordinate and render debriefing, pre-counselling, referral, and support service to employees, Analyse individual as well as group needs and identify psychosocial health risks, recommendations, implementation and action plan to address risks, Recommend interventions and provide support in the implementation of action plans to address health risks identified through absenteeism reports, Administer and manage EAP cases, Facilitate EAP support programmes, Market the EAP services. Facilitate the implementation of Diversity Management programme: Develop or review the NT policy and planning in line with the national gender policy framework as outlined in the gender policy framework, Develop and motor the implementation of the disability rights policy, special programs and implementation guidelines, Assess progress in implementing the diversity management policy guidelines, Evaluates the impact of diversity management interventions within the NT, Manage the secretariat for Transformation, Gender and Wellness Committee, Oversee the children's waiting area.
<u>ENQUIRIES APPLICATIONS</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za To apply visit: https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 21/112</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: S010/2025</u> Division: Office of The Director-General (ODG) Purpose: To manage asset verification of items and recommend the disposal of redundant and obsolete assets within the National Treasury.
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) or Bachelor's degree (equivalent to NQF 7) in any of the following disciplines: Financial or Management Accounting. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in a financial accounting or asset verification environment; and Knowledge of the Public Service Policy Framework on Asset Management, Knowledge and experience of the asset verification and redundancy process, Knowledge of data management methodologies of the asset verification classification.
<u>DUTIES</u>	:	Some key Outputs include: Account Assets in the Departmental Asset Register: Calculate the value of all movable assets and support findings with required documentation for record keeping. Account for asset of the department as recorded in the departmental asset register and reconciled with general ledger. Comply with all relevant and application statutes, regulations and departmental prescripts applicable to the Department's assets verification process. Compile reports quality assurance purposes and align with information depicted in the Department's assets register. Prepare project documentation and plans and oversee activities in accordance with the approved projects deliverables. Disposal of Redundant or Obsolete Assets: Identify all redundant or obsolete assets and prepare disposal measures for consideration and approval. Update the asset register ensure all disposed assets are removed from the asset register. Verify Existence of Departmental Assets: Verify the existence of all departmental assets and prepare an update report on the status quo. Reconcile the asset register with the updated verification outcome. Departmental Policy Develop, Implementation and Maintenance: Develop and implement policies and prescripts related to asset management and verification. Implement asset acquisition and disposal plans of the department.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 21/113</u>	:	<u>ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND INTERNAL CONTROL REF NO: S008/2025</u> Division: Office of The Director-General (ODG) Purpose: To manage and oversee the internal control functions in compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.
<u>SALARY</u>	:	R468 459 - R551 823 per annum, (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) or Bachelor's degree (equivalent to NQF 7) in any of the following disciplines: Financial Management or Financial Accounting or Auditing, A minimum 3 years' experience in obtained an accounting environment with specific reference to financial reporting, compliance monitoring, internal control and risk management. Knowledge and experience of exposure in internal control. Knowledge and experience of exposure in financial reporting. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations.
<u>DUTIES</u>	:	Some key Outputs include: Organisational culture and performance: Review mid-year and annual financial statements, Monitor the financial management policies, prescripts and procedures for compliance, Monitor compliance on governance framework for conformity, Maintain and monitor the entity databases ,BAS and Safety web in accordance with the relevant prescripts, Monitor reviews pertaining to departmental losses and confirm clearance for recording in the Loss Control Register with supporting documentation, Monitor and confirm budget manager's specimen signature and delegations. Organisational Assets and Resources Verification: Update filing system with accounting and financial information in line with relevant prescripts, Comply to internal control measures pertaining to source documents and strengthen the risks in documents control and security of info, Prepare and/or review information/details to be included in departmental reports as prescribed, Verify

information /details contained in departmental reports for correctness and appropriateness, Assist in the implementation of financial norms and standards and engage with stakeholders through the Financial Management information and awareness sessions. Monitoring and Compliance: Monitor the implementation and alignment of internal policies and procedures pertaining to their application in business, Review the application of prescribed policy and procedures for enhancement, Provide inputs into policy, prescripts, guidelines and related control measures., Monitor the application and procedures pertaining to systems, e.g., BAS, PERSAL and LOGIS and suggest remedial solutions , Monitor the department's contract management compliance against prescribed regulations, Initiate benchmarking on internal control processes for implementation into the broader business. Audit Coordination: Oversee the coordination of the external audit of the department as well as the internal audit pertaining to the review of the financial statements, Monitor and record auditor's requests for information, Monitor and record auditor's communication of audit findings as well as comments from management.

ENQUIRIES
APPLICATIONS

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **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/ Mthatha/ 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.

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 Somtseu8 & 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 x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, cape Town.

CLOSING DATE

: 04 July 2025

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. 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

ERRATUM: Deputy Director: SAJEI with Ref No: 2025/123/OCJ published on Public Service Vacancy Circular 20 dated 13 June 2025 is corrected to Deputy Director: Research and Judicial Education. All references on the note that states that "Candidate who previously applied are welcomed to reapply for the post and It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate" should be ignored. Apologies for any inconvenience caused

OTHER POSTS

<u>POST 21/114</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2025/13124/OCJ</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Provincial Service Centre, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and a three (3) year National Diploma in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at Junior Management/ Assistant Director level. A valid driver's licence. Technical Knowledge Competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Basic Conditions of Employment Act and Employment Equity Act. Knowledge of PERSAL system. Knowledge and understanding of the current Public Service Legislations, Regulations and Policies. Knowledge of HR related standards, practices, processes and procedures. Computer literacy in MS Office. Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated. Skills and Competencies: Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
<u>DUTIES</u>	:	Manage staff establishment of the Province; Manage HR Administration, Training and HR Records in the Province; Manage the Performance Management and Development System; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation

of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer the implementation of the policy and procedure on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the performance of personnel within the Human Resource section / unit; Manage compliance with and provide guidance on the Disciplinary Code and Procedure in the Public Service and Labour Relations.

ENQUIRIES : Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048
HR Related Enquiries Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS : Applications can be sent via email at 2025/131/OCJ@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 21/115 : **CHIEF REGISTRAR REF NO: 2025/132/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 : Northern Cape Division of The High Court: Kimberly
REQUIREMENTS : 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. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Sen./ice Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff.

ENQUIRIES : Technical related Enquiries Adv. D Plaatjies Tel No: (053) 492 3522
HR related Enquiries: Ms L Wamers Tel No: (053) 492 3533

APPLICATIONS : applications can be sent via email at 2025/132/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 21/116 : **OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) (X5 POSTS)**

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance

CENTRE : Land Court: Johannesburg Ref No: 2025/133/OCJ
Labour Appeals Court: Johannesburg Ref No: 2025/134/OCJ

	Western Cape Division of The High Court: Cape Town Ref No: 2025/135/OCJ North West Division of The High Court: Mmabatho Ref No: 2025/136/OCJ Limpopo Division of The High Court: Polokwane Ref No: 2025/137/OCJ
<u>REQUIREMENTS</u>	: Grade 12 certificate and A three-year National Diploma in Office Management or relevant equivalent qualification. A minimum of three years' relevant experience in an Office Administration environment at supervisory level. A valid driver's license. Skills & Competencies, Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
<u>DUTIES</u>	: Manage office of the Judge President at the Division of the High Court. Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders with the office of the Judge President and that of the Deputy Judge President. Prepare presentations and briefing notes for the Judge President and disseminate the necessary notices and information to all branch heads, within the Division. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President, including but not limited to the collation of reserved judgements statistics for the Division. Ensure the appropriate capacitation of the Office of the Judge President, in relation the handling of the Acting Judge portfolio, including but not limited to the coordination of their acting Judge appointment forms and certificates, handing down of their Judgements, the hearing of their applications for leave to appeal, etc. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special fields.
<u>ENQUIRIES</u>	: Land Court: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Labour Appeals Court: Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Western Cape: Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries Mr SD Hlongwane Tel No: (021) 469 4028/4032 North West: Technical related enquiries: Mr O Sebatso Tel No: (018) 397 7064 HR related enquiries: Ms K Zwane Tel No: (018) 397 7114 Limpopo: HR/Technical related enquiries: Ms R.F Mathobela Tel No: (015) 495 1758
<u>APPLICATIONS</u>	: Land Court: Applications can be sent via email at 2025/133/OCJ@judiciary.org.za Labour Appeals Court: Applications can be sent via email at 2025/134/OCJ@judiciary.org.za Western Cape: Applications can be sent via email at 2025/135/OCJ@judiciary.org.za North West: Applications can be sent via email at 2025/136/OCJ@judiciary.org.za Limpopo: Applications can be sent via email at 2025/137/OCJ@judiciary.org.za
<u>NOTE</u>	: Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/117</u>	: <u>ASSISTANT DIRECTOR: PMDS REF NO: 2025/138/OCJ</u>
<u>SALARY</u>	: R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.
<u>CENTRE</u>	: National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade 12 and three (3) year's National Diploma in Human Resource management/ Development/ public management/ Public Administration or relevant equivalent qualification at NQF Level 6 as recognized by SAQA. A valid Driver License and Willingness to travel. A minimum of three (3) years' experience in the Performance management environment at a supervisory level. Knowledge: Sound and in- depth knowledge of relevant prescripts and application of Human Resource policies as well as understanding relevant Legislations and Resolutions. Knowledge of Public Management Finance Act (ACT). Knowledge of Occupation specific Dispensation (OSD) Legally Qualified Occupation Dispensation categories. Interpretation of Grade Progression. Knowledge of performance management policies and procedures. PERSAL knowledge is essential. Skills and Competencies: Decision making skills; Problem solving skills; Analytical skills; Communication (verbal and written) skills; Presentation skills; ability to work in highly pressured environment and driven by sense of urgency to meet deadlines and ability to collaborate and work with team. 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.
<u>DUTIES</u>	:	Implement performance management for employees on salary levels 1-12 and for Senior Management Services (SMS). Develop a system for monitoring and evaluation of performance management and development system and advice on innovations. Manage and monitor probations, grade progression processes and ensure timeous implementation. Plan and Coordinate PMDS moderation processes. Conduct PMDS training or awareness sessions to all employees in the department. Conduct quality assurance of Performance Agreements. Quality assure and approve PMDS transactions on PERSAL and conduct audits thereto. Coordinate non-monetary/service excellence awards. Provide expert advisory and administrative support to line managers. Monitor, assess PMDS risks, and implement mitigations proactively. Compile monthly reports. Monitor and Provide support to the provinces pertaining to PMDS. Participate in the induction programme as the PMDS stakeholder.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms K Tshoke Tel No: (010) 493 2529 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/ 8774
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/138/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/118</u>	:	<u>LAW RESEARCHER REF NO: 2025/139/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. LLB degree or four year recognized legal qualification. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries: M Baker Tel No: (021) 469 4032
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/139/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/119</u>	: <u>LAW RESEARCHER REF NO: 2025/140/OCJ</u>
<u>SALARY</u>	: R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance
<u>CENTRE</u>	: Eastern Cape Division of The High Court, Makhandha
<u>REQUIREMENTS</u>	: Grade 12 Certificate. LLB degree or four year recognized legal qualification. 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5758 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/140/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/120</u>	: <u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/141/OCJ</u>
<u>SALARY</u>	: R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Cape Town, Western Cape
<u>REQUIREMENTS</u>	: A Grade 12 and three years (03) National Diploma in Public Administration / Administrative Management / Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in administration field and valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	: Provide support to the senior managers with daily clerical tasks. Keep up breast with the leave administration for the office. Provide support with the compilation of monthly, quarterly reports and annual corporate calendar. Prepare meeting agenda and attendance register Collate monthly and quarterly reports. Monitor meetings attendance by Governance Committees members. Respond to the queries of stakeholders. Ensure general supervision

of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Formulate administration policies. Review office policies and procedures Update existing protocols and office policies. Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills. Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills. Knowledge of Understanding and experience of logistical arrangements required for the effective functioning of governance structures, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service and knowledge of Batho Pele principles. Manage and Monitor financial system i.e. JYP, JDAS, BAS etc. Ensure compliance with the PFMA and Financial standard. Verify S&T claims and Trip Authority for correctness before submission for approval.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries: M Baker Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/141/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/121</u>	:	<u>JUDGES SECRETARY REF NO: 2025/142/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Durban High Court, KwaZulu Natal
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms K Marais Tel No: (031) 492 5562 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/142/OCJ@judiciary.org.za

<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/122</u>	:	<u>REGISTRAR REF NO: 2025/143/OCJ</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Division of The High Court, Makhandia
	:	Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. (MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5758 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/143/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/123</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/147/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Division of High Court, Middelburg
	:	Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated 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.
<u>DUTIES</u>	:	Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing,

		Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/147/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/124</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/148/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Provincial Service Centre, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated 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.
<u>DUTIES</u>	:	Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms N Chwethiso Tel No: (021) 480 2637 Human Resources Enquiries: Ms M Baker/ Mr SD Hlonwane Tel No: (021) 469 4000
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/148/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/125</u>	:	<u>ADMINISTRATIVE CLERK: EMPLOYEE HEALTH AND WELLNESS AND OCCUPATIONAL HEALTH SAFETY REF NO: 2025/149/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate. No experience is required. National Diploma/Bachelor Degree in Environmental Health, Safety Management or equivalent qualification at NQF level 6 will be an added advantage. Communication skills (written and verbal). Knowledge of Public Services Legislation, Prescripts and Regulations. Occupational Health and Safety, Labour Relations Act; Employment Equity Act; Basic conditions of Employment Act. Ability to work under pressure and willingness to travel. Skills and Competencies: Communication skills (verbal and written), Ability to network; Influence and impact, Planning and organization skills, Computer Literacy (MS Office), Report writing skills.
<u>DUTIES</u>	:	Render clerical support services within the Sub-directorate Employee Health and Wellness (EHW) Provide support in the coordination of EHW programs within OCJ; Provide support in Emergency Evacuation Drills within the Sub directorate; Provide support for the preparations of the EHW internal and external statutory reports; Provide support in facilitating training for officials serving as OHS representatives; Administer effective EHW administration services within the directorate; Develop and maintain the departmental database/records; Organize meetings of the committees; Provide secretarial support service to EHW meetings; Maintain all EHW related records

		(memorandums, reports etc.) and all submission in EHW register; Keep statistics and update the register for EHW.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms K Maloba Tel No: (010) 493 8774
		HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/149/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/126</u>	:	<u>ADMINISTRATIVE CLERK: DCRS REF NO: 2025/150/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gqeberha High Court, Eastern Cape
<u>REQUIREMENTS</u>	:	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. Exposure in Court Related function will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills. Computer literacy.
<u>DUTIES</u>	:	Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain as required by the Judiciary, Court Manager and Supervisor. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5758
		HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/150/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 04 July 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 21/127** : **DEPUTY DIRECTOR: ECONOMIC ANALYSIS AND ECONOMETRICS REF NO: DD: EA&E (X2 POSTS)**
- SALARY** : R1 059 105 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Postgraduate qualification (NQF 8) in Economics / Econometrics / Statistics / Business Administration or equivalent/related as recognised by SAQA. Master's degree (NQF 9) in Economics / Econometrics / Statistics / Business Administration will be considered an added advantage. 5 years technical / functional specialist experience in Economic Research / Reporting / M&E for Economic Impact / Assessment on Policy Formulation environment. Training in MS Office packages, Project Management and Valid drivers' licence. Have proven competencies: Communication (verbal and written), Analysis of Mathematical / Statistical / Econometric Models and Data Techniques, Conflict Management, Customer Service Orientation, Problem solving, Stakeholder engagement, Report writing, Coordination and facilitation and Attention to detail.
- DUTIES** : Conduct Economic Analysis and Research inclusive of but not limited to in-depth analysis of economic trends and indicators, including GDP growth, inflation, unemployment, and other macroeconomic variables, utilising econometric models to forecast economic performance and assess the potential impacts of government policies on the national economy, Providing inputs to policy briefs, economic reports, and position papers on various macroeconomic issues etc. Design and implement complex econometric models to predict economic behaviour and evaluate policy scenarios, collaborate with other departments to refine economic models based on real-world economic performance. Provide economic insights to support government policy development in areas such as fiscal policy, trade, investment, and employment. Liaise with external stakeholders, including government departments, the private sector, research institutions, and

international organizations to gather insights and share findings on economic matters. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. REF NO: DD: EA&E

POST 21/128 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: DD: SP**

SALARY : R896 436 per annum
CENTRE : Pretoria
REQUIREMENTS : B. Degree (NQF7) in Economics / Public Administration / Public Management / Development Studies / Social Sciences / Business Administration or equivalent / related as recognised by SAQA. 3 years relevant experience in Strategic Planning environment at a supervisory / management (ASD) level. Knowledge of strategy planning process and knowledge of planning tools and systems applicable to the public sector. Training in Computer Literacy (MS Office Packages). Valid driver's licence will be considered an added advantage. Have proven competencies: Communication Good communication (verbal and written) skills, Planning and Project Management facilitation skills, Client orientation and customer focus, Honest and integrity, Interpersonal, Project Management and Analytical skills.

DUTIES : Coordinate strategic and operations planning processes inclusive of but not limited to: Coordination and facilitation of the Small Business Development Portfolio Strategic Planning sessions, Coordination of submission of inputs into the Small Business Development Portfolio's strategic and annual performance plans, facilitate review and approval process of strategic plan reports etc. Coordinate and facilitate Operational Planning sessions for the Department and Branches, Coordinate the development and implementation of the Department's service delivery improvement plan and Coordinate assessment of the Service Delivery Environment and Organisational Functionality. Communicate with stakeholders, clients, management & colleagues: Follow-up with internal and external stakeholders on correspondence, Coordinate responses to and from stakeholders, Coordinate awareness programmes on the implementation of the Strategic Planning and Reporting Framework and SDIP etc.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. REF NO: DD: SP

POST 21/129 : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: ASD: SDI**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's degree (NQF 7) in Economics / Public Administration / Public Management / Business Administration / Development Studies / Social Sciences or related / equivalent as recognised by SAQA. Postgraduate in Economics / Public Administration / Public Management/ Development Studies / Social Sciences / Business Administration and Valid driver's licence will be considered an added advantage. Minimum of 3 years' experience in Service Delivery Improvement / Monitoring and Evaluation / Planning environment / Executive Administrative function with experience in handling Departmental content. Knowledge of strategy planning process and knowledge of planning

tools and systems applicable to the public sector. Understanding of Service Delivery Improvement Plans and Knowledge of DSBD service delivery related policies and strategies. Training in Computer Literacy (MS Office Packages) and Project Management. Have proven competencies: Communication (Verbal and Written), Analytical and Problem solving, Facilitation skills, Stakeholder Management, Planning and organising skills and Project Management.

DUTIES

: Provide Service Delivery Improvement support services inclusive of but not limited to: Providing technical support and guidance on service delivery performance and customer service improvement programs, ensuring that service standards are upheld and continuously enhanced, developing, maintaining and/or facilitating the successful implementation of DSBD service delivery improvement plan, monitoring and assessing the implementation of service delivery improvements and report on progress against set objectives. Assist in the development of productivity measurement frameworks and implement strategies to measure and improve performance in service delivery. Coordinate the development and implementation of the Service Delivery Model (SDM) and the Service Delivery Improvement Plan (SDIP) for the department and contribute to the development of new service delivery models and improvement strategies. Provide guidance in respect of the development of policies, strategies, and frameworks to support the implementation of the Service Delivery Model (SDM) and the Service Delivery Improvement Plan (SDIP). Collaborate with internal and external stakeholders to create a supportive policy environment for service delivery initiatives and share best practices for service improvement and participate in national forums on service delivery and innovations. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

NOTE

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. REF NO: ASD: SDI

DEPARTMENT OF TRADITIONAL AFFAIRS

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

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email @ DTARecruit202507@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	04 July 2025
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

MANAGEMENT ECHELON

<u>POST 21/130</u>	:	<u>SECRETARY: COMMISSION ON KHOI-SAN MATTERS REF NO: 2025/07</u> Contract post linked to term of Office of The Commission on Khoi-San Matters
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), an all-inclusive remuneration package, (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree or equivalent qualification (NQF level 7) in Social or Management Science. Certificate for entry into the Senior Management Services (SMS) submitted prior to appointment. Five(5) years experience at middle/senior management services. A valid drivers license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Office management, Monitoring and evaluation, Fluency in Afrikaans (verbal and written) Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage proceedings and corporate support services for the Commission on Khoi-San leaders; Manage Secretariat support and Programmes for the Commission on Khoi-San matters. Manage finances of the Commission on Khoi-San matters, Manage human resources within the Secretariat of the Commission on Khoi-San matters; Manage research support to the Commission on Khoi-San matters. Manage and supervision of staff in the Secretariat. The incumbent will be required to travel extensively.
<u>ENQUIRIES</u>	:	Ms RS Mogaladi Tel No: (012) 334 0549

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	04 July 2025
<u>NOTE</u>	:	Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 21/131</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: VOCMA 01</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Bloemfontein (Vaal-Orange Catchment Management Agency)
<u>REQUIREMENTS</u>	:	A relevant B-Degree NQF level 7 qualification and registration as CA (SA). A minimum of five (5) years of experience at middle / senior managerial level in Finance. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Strategic oversight on financial management within CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management strategy through effective accounting controls and financial management techniques. Ensure compliance with policies and provide guidance, assess

risks and financial viability of existing & new Policies, Projects and all customer agreements. Direct the financial strategy of the organisation to ensure availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set perimeters for cash flow management and operations of the finance personnel. Ensure financial data integrity in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit; respond to audit findings and implement recommendations as required. Stay abreast of new trends in the field of accounting, financial management, budgeting etc. Provide strategic direction in the provision of other Corporate Support Services within the CMA: Provide strategic direction in the implementation of HR policies, prescripts and strategies. Ensure provision of IT services and that associated risks are effectively mitigated. Ensure provision of office support services including facilities management. Departmental/Staff Management: Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly to meet departmental strategies priorities. Responsible for the related sections of the APP, Shareholders Compact, and Annual Report.

**ENQUIRIES
APPLICATIONS**

: Mr. C Greve Tel No: (012) 336 8402
: All applications to be submitted online on the following link:
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POST 21/132

: **BOARD COMPANY SECRETARY REF NO: VOCMA 02**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 (Level 13), (all-inclusive salary package)
: Bloemfontein (Vaal-Orange Catchment Management Agency)
: A BCom Law (NQF 7) or / LLB degree. Admitted attorney. Registration as a Chartered Secretary with the Institute of Chartered Secretaries and Administrators will be advantageous. A minimum of five (5) years Middle / Senior Managerial experience. Experience as a Company Secretary. Understanding of SA Law in general, administrative law, labour law, water law, public entities, governance and ethics. Behavioural Competencies required: Analytical, negotiation, liaison, consultation, advanced communication, information monitoring, compliance and risk management, ethical, strategic thinking, quality oriented, lateral thinking and attention to detail. May be subjected to extended working hours.

DUTIES

: Committee Work: Ensure submission of annual schedule of meetings for Board and Committee meetings. Ensure convening of meetings, preparation of agenda and taking minutes of Board and its Committees. Address correspondence and communication relating to the Board. Ensure collation and maintaining information and documentation relating to Board and Committee meetings. Ensure the secure recording and archiving of minutes of meetings. Guide the writing of interim and annual reports for the Board. Ensure that decisions taken by the Board are communicated to relevant stakeholders to be implemented fully. Guidance and Advice: Advise and guide the Board by promoting insight and clarity on its appointment, constitution, and the related legal, ethical, good governance, accounting and financial implications of the proposed/implemented policies and decisions. Assist the Chairperson and Chief Executive in matters relating to the DWS and the Board. Provide advice with regard to the specific roles and responsibilities of the Board as a whole, and those of the individual role- players: Chairperson, CEO, and Board members. Provide advice with regard to the appointment and constitution of the required sub-committees (e.g., audit, risk, or other), with regard to ensuring corporate governance. Manage the risk by ensuring and monitoring compliance of the implementation of policies and procedures relating to NWA, PFMA and other related legislation and guidelines. Provide regulatory, compliance and relevant advice to the Governing Board on usage of water resources to relevant national, provincial and local government departments, WUAs, farmers. Corporate Governance: Formulate and implement corporate

governance strategies for the organisation. Ensure the organisation remains aware of any changing requirements in connection with corporate governance and responds accordingly. Provide advice on corporate governance working practices arising out of changes in legislation affecting the organisation. Support the organisation with the research, development and implementation of policies required for corporate governance. Liaison as necessary with external organisations and staff at all levels on a wide variety of governance-related matters. Legal Support: Take overall responsibility of legal services in the organisation. Deal with contractual and related matters. Provide internal legal advisory services to the Board as and when required. Facilitate and ensure compliance to relevant statutes. Provide continuous updates on changes to legislation to the organisation and the Board. Set up systems that ensure the Board complies with all applicable codes, as well as its legal and statutory obligations.

ENQUIRIES
APPLICATIONS

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OTHER POSTS

POST 21/133

: **RISK OFFICER (ENTERPRISE RISK MANAGEMENT) REF NO: VOCMA 03**
Re-advertised, applicants who previously applied need not to re-apply

SALARY
CENTRE
REQUIREMENTS

: R582 444 per annum (Level 10)
: Bloemfontein (Vaal-Orange Catchment Management Agency)
: Relevant tertiary qualification in Risk Management/Auditing/Economics at NQF7. Registration as a Certified Risk Management practitioner/professional, Certified Internal Auditor Certified Fraud Examiner. A minimum of 4 years' experience obtained in Risk Management practices at a middle managerial level. Knowledge and experience of risk mitigation processes, knowledge of the broader risks management guidelines and standards. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures, Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures, Knowledge of equal opportunities and Affirmative action guidelines and laws, Knowledge of administrative and clerical procedures and systems, Principles and practice of financial accounting, Framework for managing performance information, business strategy transaction and alignment, Problem solving and Analysis, People and Diversity Management, Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.

DUTIES

: Development and implementation of Enterprise Risk Management (ERM) framework: Participate in the development of the risk management framework, implement the risk management plan, support the establishment of the risk management philosophy and culture in the organization, advocate and promote risk management in the agency (awareness activities). Supervise, facilitate and advise on the risk management assessment process: facilitate Enterprise-Wide Risk Assessments, conduct risk identification, analysis and evaluation with strategic partners within the Vaal-Orange Catchment Management Agency. Initiate the updating of VOCMA's risk register for conformity of objectives to improve effectiveness of the entity. Engage stakeholders within business units with the sole purpose of extracting information to integrate within the draft risk reports as per identified risks for mitigation. Develop proposals to determine the scope of allocated internal audits. Monitor and review the identified risk response activities: continuous monitoring of the risk environment. Monitoring the implementation of the progress of activities to address risks as agreed on revising risk response activities. Conduct Risk Education, Training and benchmarks; Initiate awareness sessions on risks and provide training to educate internal clients on ERM principles. Conduct workshops on risks mitigation processes for

		implementation within VOCMA. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies.
<u>ENQUIRIES</u>	:	Mr. C Greve Tel No: (012) 336 8402
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
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<u>POST 21/134</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR5) REF NO: VOCMA 04</u> Re-advertised, applicants who previously applied need not to re-apply
<u>SALARY</u>	:	R464 634 per annum (MR5)
<u>CENTRE</u>	:	Bloemfontein (Vaal-Orange Catchment Management Agency)
<u>REQUIREMENTS</u>	:	LLB (or equivalent qualification). At least eight (8) years of appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act. Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.
<u>ENQUIRIES</u>	:	Mr. C Greve Tel No: (012) 336 8402
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 21/135</u>	:	<u>COMMITTEE SECRETARIAT REF NO: VOCMA 05</u> Re-advertised, applicants who previously applied need not to re-apply
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein (Vaal-Orange Catchment Management Agency)
<u>REQUIREMENTS</u>	:	A relevant 3-year tertiary qualification in Administration/Secretarial. Minimum Three (3) years' experience in Committee work, administration and secretarial. Competencies required: knowledge of Governance, Policies and Procedures. Knowledge of administrative and clerical procedures and systems. Board Procedures. Schedule 4 of National Water Act. Ethics and integrity. Writing skills. Detail and focused. High Degree of confidentiality. Computer skills and good Communication skills. Coping with work pressure.
<u>DUTIES</u>	:	Record and prepare minutes of the Governing Board and its committees

including (ad-hoc committees) and stakeholders' sessions. Prepare and have agendas delivered for the Governing Board and its committees including (ad-hoc committees). Arrange official transport and accommodation for Board and Committee members through Supply Chain Management section. Update outstanding Board Resolutions Register by collating information from various divisions. Follow up with Executives/Managers on all reports due to be submitted to committees including ad-hoc committees. Prepare and distribute to all Executives/Managers schedule of meeting dates with the closing dates for reports for the financial year. Prepare schedules of the Governing Board and its Committee meetings dates of every financial year. Arrange venues and logistics for the meetings of the Governing Board and its committees. Arrange appointments for the Chairperson and Governing Board members regarding official business of the VOCMA. Keep filing systems for verification to internal and external Auditors upon request. Provide documents for verification to internal and external Auditors upon request. Keep the pecuniary interests registered in respect of the Governing Board members. Have declaration of interest forms completed by the Governing Board members and all employees attending the meetings of the Governing Board and its committees. Provide administrative support regarding the completion of claims by the Governing Board members in respect of attendance of the Governing Board and committee meeting and events. Perform other committee work on request such as for MANCO, REMCO, etc.

- ENQUIRIES** : Mr. C Greve Tel No: (012) 336 8402
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- POST 21/136** : **PERSONAL ASSISTANT (OFFICE OF THE CFO) REF NO: VOCMA 06**
Re-advertised, applicants who previously applied need not to re-apply
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Bloemfontein (Vaal-Orange Catchment Management Agency)
- REQUIREMENTS** : A relevant tertiary qualification at NQF level 6 (National Diploma or Degree). Experience in high-level administrative support. Experience in providing executive-level support in a fast-paced environment. Strong organizational and communication skills. Ability to manage multiple priorities and stakeholders. Excellent organizational and time management skills. Strong written and verbal communication abilities. Proficiency in Microsoft Office and other administrative tools.
- DUTIES** : Provide a secretary/receptionist support service to the CFO, which includes the following: act as the primary point of contact for the CFO, handling inquiries and correspondence, manage the CFO's calendar, schedule meetings, and coordinate appointments with internal and external stakeholders, assist in preparing reports, presentations, and documents for meetings, ensuring accuracy and professionalism. Provide a clerical support service to the CFO which entails the following: Liaise with travel agencies to make travel arrangements, process travel and subsistence claims of the office, process all invoices that emanate from the activities of the work of the CFO, record minutes of meetings of the CFO where required, draft routine correspondence and reports, filing of documents for the CFO and the office, administer matters like the leave registers and telephone accounts, handle the procurement of standard items like stationery.
- ENQUIRIES** : Mr. C Greve Tel No: (012) 336 8402
- APPLICATIONS** : All applications to be submitted online on the following link:
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