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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</u>	:	Ms N Litheko Tel No: (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 21/20</u>	:	<u>TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	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</u>	:	Ms N Litheko Tel No: (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 21/21</u>	:	<u>OHS INSPECTOR: CONSTRUCTION ENGINEERING REF NO: HR4/4/5/01</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	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
	:	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.
<u>DUTIES</u>	:	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
	:	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.
<u>DUTIES</u>	:	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
	:	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.
<u>DUTIES</u>	:	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 Tshedimoseiso 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</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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

POST 21/74 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT (MINISTERIAL PROGRAMMES) REF NO: CD/49/05/2025**
Branch: Taletso TVET College
Directorate: Academic Services

SALARY : R582 444 - R686 091 per annum (Level 10)
CENTRE : Central Office
REQUIREMENTS : 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.

DUTIES : 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.

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

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 Tihako 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.

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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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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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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
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<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 COIDA 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

	programme for students. Assist with student's events organisation and administration. Assist with placement of students.
<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 21/94</u>	: <u>EXAMINATION OFFICER (X3 POSTS)</u> Branch: Taletso TVET College Directorate: Mafikeng Campus Academic and Student Administration Support
<u>SALARY CENTRE</u>	: 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
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: 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.

<u>CLOSING DATE</u>	:	11 July 2025
<u>POST 21/103</u>	:	<u>BURSARY CLERK REF NO: TNC/TC/25-06/8</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 / 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.
<u>DUTIES</u>	:	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.
<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 bursaryclerk@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 21/104</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 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 21/108</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
APPLICATIONS : HR Related Enquiries Mr K Mphela Tel No: (010) 493 2527
NOTE : Applications can be sent via email at 2025/131/OCJ@judiciary.org.za
 : 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:
<https://erecruitment.dws.gov.za/>

NOTE

: 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.

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

: Mr. C Greve Tel No: (012) 336 8402
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE

: 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.

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/
<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 21/134</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
- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
- NOTE** : 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.
- 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:
<https://erecruitment.dws.gov.za/>
- NOTE** : 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.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY**

The Free State Provincial Government is an equal opportunity affirmative action employer and to this end has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets correlating to the posts.

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows:
The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300. Attention: Ms. N Mokotso, Fidel Castro Building Tel No: (051) 405 5323 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Ms. D L Motloutse Tel No: (051)405 5323/3092
- CLOSING DATE** : 04 July 2025
- NOTE** : Directions to applicants Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <https://www.thensg.gov.za>. Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). Employment Equity targets: African males and/or African females and Persons with disability are encouraged to apply.

MANAGEMENT ECHELON

- POST 21/137** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: FSPT 014/25**
- SALARY** : R1 436 022 per annum (Level 14), an all-inclusive salary package, (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A degree or equivalent qualification (NQF level 7) in Social Sciences/ Public Administration or equivalent qualification. A minimum of five (5) years relevant experience at senior managerial level. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and Public Service Act and Regulations. Must possess the following skills: Strategic capability and leadership, honesty, financial

		management, people management, client orientation and customer focus, analytical, report writing, innovation, planning, organizational, presentation, computer, communication, problem solving, policy analysis, risk management and internal audit, management practices, project management and conflict resolution.
<u>DUTIES</u>	:	Establish a skilled competent and responsive workforce for the department by ensuring strategic leadership regarding human resources management, human resources development and employee health and wellness, organizational development, security, ethics and fraud prevention, communication, special programmes, legal and labour relations matters. Ensure that the department adheres to all relevant legislation. Ensure adherence to PFMA. Enhance internal and external communication. Ensure implementation of efficient and effective diversity management and transformation systems. Coordinate the implementation of the minimum information security standards.
<u>ENQUIRIES</u>	:	Ms. A M J Hattingh Tel No: (051) 405 3066 (Office hours only)
<u>NOTE</u>	:	African females and Persons with disability are encouraged to apply.
<u>POST 21/138</u>	:	<u>DIRECTOR: INTERNAL AUDIT REF NO: FSPT 015/25</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), an all-inclusive salary package, (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A degree or equivalent qualification (NQF level 7) in Accounting/Auditing with Auditing as a passed major subject. A minimum of six (6) years to ten (10) years' experience in the auditing field, of which five (5) years must have been at middle/senior managerial level. Extensive knowledge of auditing principles and their application. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Act and Regulations. Must possess the following skills: Strategic capability and leadership, honesty and integrity, financial management, people management and empowerment, client orientation and customer focus, analytical, interpersonal, leadership and computer literacy.
<u>DUTIES</u>	:	Manage the Internal Audit Directorate's resources. Review the adequacy and efficiency of internal controls designed to reduce identified risks to acceptable levels. Provide strategic support to the department in the development of cost-effective internal controls. Ensure compliance with internal auditing standards and best practices within the internal audit environment. Provide administrative support to the Audit Committee. Risk management within the Department.
<u>ENQUIRIES</u>	:	Ms. A M J Hattingh Tel No: (051)405 3066 (Office hours only)
OTHER POST		
<u>POST 21/139</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: FSPT 016/25</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), an all-inclusive salary package, (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A degree or equivalent qualification (NQF level 7) in Accounting/Auditing/Risk Management. A minimum of five (5) years' experience, of which three (3) years must have been at junior management/Assistant Director level. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Act and Regulations. Must possess the following skills: Strategic capability and leadership, honesty and integrity, financial management, people management and empowerment, analytical, interpersonal, leadership and computer literacy.
<u>DUTIES</u>	:	Develop risk management strategies, systems, policies and annual risk management plans. Manage, implement, review and improve the risk management framework. Facilitate the institutionalization of risk management. Manage the departmental Risk Management Sub-directorate.
<u>ENQUIRIES</u>	:	Ms. A M J Hattingh Tel No: (051) 405 3066 (office hours only)

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS

- : Applications must be hand delivered or posted to the relevant district offices and Head office where the post is advertised OR apply online at <https://jobs.gauteng.gov.za/>. Please see the address below:
- Head Office [HO]:** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg. Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: check enquiries on the advert.
- Districts Ekurhuleni North [EN]:** Physical Address: 78 Howard Avenue, Munpen Building, Benoni. Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Ms Emily Mochela Tel No: (011) 746-8190.
- District Ekurhuleni South [ES]:** Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Ms Ellen Raphoto Tel No: (011) 389-6077.
- Gauteng East District [GE]:** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address, Springs: 1560 Enquiries: Mr Mpho Leotlela Tel No: (011) 736-0717.
- District Johannesburg North [JN]:** Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein, Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Ms Nelisiwe Mashazi Tel No: (011) 694 9378.
- District Sedibeng East [SE]:** Physical Address: Corner Joubert & Kruger Street SL & M Building Vereeniging. Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Ms. Nomathemba Xawuka Tel No: (016) 440 1717.
- District Sedibeng West [SW]:** Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Ms Bertha Mlotshwa Tel No: (016) 594 9193.
- District Tshwane South [TS]:** Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Mr Thabiso Mphosi Tel No: (012) 401 6434.
- District Tshwane West [TW]:** Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Ms Priscilla Ravele Tel No: (012) 725 1451.
- District Gauteng North [GN]:** Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ms. Matlhodi Moloto Tel No: (012) 846 3641.
- District Gauteng West [GW]:** Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Ms Louisa Dhlamini Tel No: (011) 660-4581.
- District Johannesburg Central [JC]:** Physical Address: Corner Morola & Chris Hani Road Soweto College, Pimville Postal Address: P.O. Box 900064, Bertsham, 2013. Enquiries: Mr Linda Mabutho Tel No: (011) 983-2231.
- District Johannesburg East [JE]:** Physical Address: Sandown High School, 1 North Road, Sandown, Postal Address: Private Bag X9910, Sandton, 2146. Enquiries: Ms Elizabeth Moloko: Tel No: (011) 666-9109.
- District Johannesburg South [JS]:** Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg. Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Ms Lola Malimangovha Tel No: (011) 247-5957.
- District Johannesburg West [JW]:** Physical Address: 20 Goldman Street, Florida Postal Address: P.O. Box 1995, Florida, 1709. Enquiries: Mr Lizwe Jaftha Tel No: (011) 831 5433, Sandton, 2146. Enquiries: Ms Elizabeth Moloko Tel No: (011) 666-9109.
- District Tshwane North [TN]:** Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria. Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Ms Aluciah Malegopo Tel No: (012) 543 4313.

CLOSING DATE
NOTE

- : 04 July 2025
- : It is our intention to promote (Race, Gender and Disability) in the Public Service through the filling of these posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.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 on the first page by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A

fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached). A Z83 form and a detailed CV must be attached on hand delivered, posted and online applications. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Following the interview process, recommended candidate (s) to attend the generic MMS competency assessment. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

OTHER POSTS

<u>POST 21/140</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE CAPEX AND SCHEDULED MAINTENANCE PROJECTS AND PROGRAM IMPLEMENTATION REF NO: REFS/022753</u>
		Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Financial Management/ Project Management/Public Administration/ Public Management/ Administrative Management plus a minimum of 3 years relevant working experience in providing financial management and administration/ project support within the infrastructure environment at a supervisory level and or at a post equivalent to salary level 7/8. Knowledge of Public Service Act and Regulations, Infrastructure projects/policies and National and Provincial Frameworks. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Report writing and Problem-Solving Skills. A valid South Africa driver's license.
<u>DUTIES</u>	:	Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Provide support in the development and analyses of projects reports. Collect and compile information regarding projects that needs to be investigated. Liaise and monitor projects reporting from internal and external stakeholders. Analyze infrastructure projects and compile quarterly, annually and monthly reports for internal and external stakeholders. Implement and maintain tracking system for all projects. Plan, implement and monitor the Expanded Public Works Programme Projects. Identify and priorities the need for the EPWP service in schools. Develop a project plan and implementation

plans of the EPWP. Collect and analyze information received from the schools on EPWP projects. Monitor the credible non-financial information in the infrastructure reporting model to ensure compliance. Identify the gap in the non-financial information in the infrastructure reporting model and notify the responsible managers/project managers to update the information. Monitor the credibility of information extracted from IRM for preparation of Infrastructure End of Year Evaluation, U-AMP and IPMP. Supervise staff. Co-ordinate the performance agreements/ assessments for the directorate and manage staff leave.

<u>ENQUIRIES</u>	:	Ms. Lerato Machaka Tel No: (011) 843 6532
<u>POST 21/141</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: PMD (X3 POSTS)</u> Sub-Directorate: Transversal HR Services Unit: HRD and Performance Management
<u>SALARY CENTRE</u>	:	R397 116 per annum Gauteng North District Ref No: REFS/022775 Johannesburg West District Ref No: REFS/022778 Johannesburg Central District Ref No: REFS/022784
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 2 years' experience in Performance Management and Development Systems with PERSAL Certificate. Knowledge of relevant Human Resource Prescripts (Public Service Act and Regulations, Educators Act, Basic Conditions of Employment Act, Skills Development Act, Skills Levy Act, Labour Relations Act, HIV/AIDS Workplace Policy, IQMS/QMS and PMDS Policies). Knowledge and understanding of Human Resource Management Practices and Procedures. Knowledge of PERSAL System and knowledge of Public Finance Management Act. Computer literacy, Communication Skills, Project Management, Interpersonal relations, Presentation skills, Financial Management skills, Report writing and minutes taking. Valid Driver's license.
<u>DUTIES</u>	:	Co-ordinate the submission and implementation of Performance Management and Development System. Coordinate the submission of Performance Agreements for SL 1-12 employees by March 31st. Coordinate the submission and receipt of Performance Reviews for SL 1-12 employees by July 31st. Coordinate the submission and receipt of Performance Assessments SL 1-12 employees by September 30th. Coordinate the collection and analysis of educator scores (QMS) statistical data in line with educator performance cycles. Perform quality assurance on the PMDS documentation from the Business Units and receipt of probationary reports to determine first time applicants on the system. Capturing and processing of Performance Agreements, Reviews and Assessments on PERSAL of school and office district officials. Coordinate the correct implementation and capturing of PMDS outcomes on PERSAL for all employees. Facilitate the capturing of Performance Agreements, Reviews and assessments on PERSAL for district and school-based officials (PS staff). Facilitate the collection and capturing of Performance Agreements, Reviews, Assessments on PERSAL for office-based officials (EMS-PMDS) and quality assure submitted documents vs. the approved job description. Facilitate the capturing of QMS Performance Agreements, Reviews and Assessments on PERSAL for school-based educators. Compile of pre-payment exception submission to request post-payment exception reports from Head Office to verify accuracy and eligibility of incentives paid to employees. Collate the provision of Annual Incentives and Pay Progression on PERSAL for qualifying district officials and school-based officials. Facilitate payment of performance bonuses for employees in the District and Institutions (PS staff). Ensure Maintenance of Performance Management and Development Systems database/ records. Ensure the storage of PMDS reports and statistics for the district and schools. Ensure maintenance of PMDS electronic and manual records on PERSAL. Coordinate the provision of PERSAL report to alleviate audit queries. Conduct refresher training for PMDS (PS) to newly appointed and promoted employees in Districts and schools. Provide administrative support services for the Business Unit. Draft and submit training plans to relevant stakeholders and PMD unit. Coordinate the collection and submission of Performance Assessment for educators scores (QMS) statistical data in line with educator performance cycles for the deliberation of the Moderating Committee. Perform data

		capturing and effective record keeping in the Unit. Provide secretarial and administrative support for meetings and workshops as part of PMDS training and implementation, interpreting and explaining the PMDS policies and procedures to the district and schools' personnel.
<u>ENQUIRIES</u>	:	Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN) Mr Linda Mabutho Tel No: (011) 983 2231 (JC) Mr Lizwe Jafta at 064 929 9493 (JW)
<u>POST 21/142</u>	:	<u>SENIOR COMMUNICATION OFFICER: COMMUNICATION MANAGEMENT</u> <u>REF NO: REFS/022754</u> Directorate: External Communication and Media Liaison
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Communication/ Public Relations/ Digital & Social Media Marketing plus a minimum of 2 years' experience in a communication environment. Knowledge of social dynamics of communities, relevant education acts and policies. Knowledge of GPG and GDE policies and procedures. Knowledge of the Public Service Act and Regulations. Strong understanding of social media and campaigns. Public Finance Management Act. Basic graphic design skills and knowledge. Public procurement procedures and financial related policies. Computer literacy. Good verbal and written communication. Planning and organisation. Good inter-personal relations.
<u>DUTIES</u>	:	Facilitate the development and execution of communication tactics aimed at marketing/promoting and maintaining good image for the department, especially on social media. Develop weekly, monthly, quarterly and annual social media plans, in conjunction with the Deputy Director: Social Media and Campaigns. Develop and consolidate strong social media ties and outreach to public and various stakeholders. Develop coherent messaging for social media campaigns. Ensure GDE social media platforms adhere to all legal requirements (copyrights etc). Assist in the development of social media products. Participate in departmental communication planning and task teams. Manage and brief interns. Supervise, monitor and report the impact of GDE social media campaigns. Assist with graphic design services for social media. Provide support and sustain good relations with internal and external stakeholders. Accompany the Executive Authority/ Departmental Head on request to events and public meetings. Ensure efficient creation/ distribution and control of virtual communication (social media) within the department. Provide exceptional services in circulating virtual communication. Develop content for print, broadcast and virtual media. Facilitate the verification that the Executive Authority/ Departmental Head's accurate stories and picture to be posted on social media and blogs. Participate in the development of a communication policy, procedures and guidelines for key departmental programmes and social media campaigns. Analyse each weekly/ monthly social media publicity reports and compare it with previous weeks/ months. Monitor social media platforms daily and advise the Management within the Directorate and GDE. Provide advice and guidance in respect of all Communication services, policies, systems and development. Facilitate and coordinate training of departmental officials in terms of social media procedures (social media policy) in dealing with departmental content. Ensure that profiles are updated and available on all Social Media platforms (Facebook/twitter/ blogs). Make necessary corrections on factual inaccuracies in the social media, including the usage of the correct corporate identity imagery and documents. Supervise and develop Staff. Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously. Provide continuous coaching and mentoring of subordinates. Assist in the provisioning of stationery and office supplies. Provide regular verbal and written feedback aligned to quarterly performance assessments to personnel on performance.
<u>ENQUIRIES</u>	:	Mr. Khuitsemang Diseko at 072 394 2090
<u>POST 21/143</u>	:	<u>SENIOR ADMIN OFFICER: RISK AND COMPLIANCE MANAGEMENT</u> <u>REF NO: REFS/022756</u> Chief Directorate: Risk and Compliance management
<u>SALARY</u>	:	R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate recognized 3-year National Diploma/ Degree in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid Driver's license.
<u>DUTIES</u>	:	To assist with facilitation of key administrative functions within the Office of the Chief Director. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the Chief Director in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.
<u>ENQUIRIES</u>	:	Ms. Karabo Ngoetjane Tel No: (011) 355 0261
<u>POST 21/144</u>	:	<u>CHIEF PERSONNEL OFFICER: POLICY AND PROCEDURE INCAPACITY LEAVE FOR ILL-HEALTH RETIREMENT (PILIR) REF NO: REFS/022755</u> Directorate: Human Resource Transversal Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 2 years relevant experience in the HR working environment. Knowledge in BAS, PERSAL and SAP / Public procurement procedures and financial related policies. Treasury Regulations. Public Service Act 1994 and employment of educators Act of 1998 Regulations. Good interpersonal skills and communication skills (verbal and written). Customer Services. Conflict and Problem Solving. Ability to work independently. Excellent Communication Skills. Computer literacy in MS Excel, MS Word, MS Access, and MS Outlook. A valid driver's license is essential.
<u>DUTIES</u>	:	To ensure effective and efficient management of PILIR. Oversee and management of employees under his/her supervision (PMDS, Leave, conflict, resources; etc.) and their day-to-day functions. Quality check PILIR applications, assessment outcome reports, outcome letters; etc. Generate all PILIR reports on weekly; monthly; quarterly and annually. Analyse assessment reports from the Health Risk Manager (HRM) and all other PILIR reports. Strict adherence to time frames. Update and monitor the tracking grid. Reconcile and analyse data. Attend to all PILIR queries. Organize and facilitate PILIR trainings/workshops/information sharing sessions. Compile all PILIR submissions and memos. Attend all PILIR stakeholder meetings. Provide support and visit to the districts, schools, clients, and Head Office. Approve accurately captured PILIR (Policy on Incapacity Leave for Ill Health Retirement) transactions on PERSAL. Analyse departmental PILIR, guidelines, strategy, and Human Resource procedure manuals to identify gaps. Participate in the development of methodologies, policies, procedures manual consistent with best practices relating to PILIR. Ensure implementation of approved PILIR policy, guidelines, strategy and HR procedure manuals in the Department. Create awareness on the PILIR processes and Procedures. By conducting workshops; interpreting and explaining the PILIR policies and procedures to the Departmental personnel. Ensure effective Management of Record system for safekeeping. Analyse Health Risk Manager' outcome reports to ensure correct implementation of PILIR outcomes on PERSAL. Monitor the implementation of PILIR outcomes on PERSAL. Ensure that the Long/ Temporary Incapacity leave by employees are subjected to Independent Medical Assessment in determining whether to reduce /continue Incapacity leave. Ensure provision of monthly, quarterly and annual reports on the implementation of PILIR. Quality Assure and ensure timeous submission/ retrieval of PILIR (Policy on Incapacity Leave for Ill Health Retirement)

		Applications. Ensure efficiency on Client and Stakeholders on PILLIR (Policy on Incapacity Leave for Ill Health Retirement) matters. Ensure that applications are processed within the agreed timelines as per the Service Level Agreement (SLA). Ensure submission of accurate PILLIR reports by Health Risk Manager. Ensure the signing of PILLIR Outcome Letters from the Health Risk Manager. Draft and compile submissions for captured applications to the Health Risk Manager for assessment. Ensure that payment of services rendered by the Health Risk Manager is processed within 30 working days, Quality assure Applications, Independent Medical Assessments) Supervision and Development of staff System (performance development plans, job descriptions and performance agreement).
<u>ENQUIRIES</u>	:	Mr. Enos Netshithuthuni Tel No: (011) 843 6556
<u>POST 21/145</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE OF THE DDG REF NO: REFS/022757</u> Office of the DDG: Education Support
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.
<u>DUTIES</u>	:	To assist with facilitation of key administrative functions within the Office of the DDG. To ensure that the daily administrative process within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the DDG: Education Support in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.
<u>ENQUIRIES</u>	:	Ms. Lerato Machaka Tel No: (011) 843 6532
<u>POST 21/146</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE OF THE DDG REF NO: REFS/022759</u> Office of the DDG: Corporate Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.
<u>DUTIES</u>	:	To assist with facilitation of key administrative functions within the Office of the DDG. To ensure that the daily administrative process within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the DDG: Education Support in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.
<u>ENQUIRIES</u>	:	Ms. Lerato Machaka Tel No: (011) 843 6532

<u>POST 21/147</u>	:	<u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING (X6 POSTS)</u> Sub Directorate: Transversal Human Resource Services
<u>SALARY CENTRE</u>	:	R397 116 per annum Tshwane North District Ref No: REFS/022795 Johannesburg North District Ref No: REFS/022880 Johannesburg East District Ref No: REFS/022879 Gauteng North District Ref No: REFS/022876 Tshwane West District Ref No: REFS/022875 Gauteng East District Ref No: REFS/022877
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus minimum of 2 years' experience in the Human Resource working environment. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers. Knowledge of National and Provincial HR Policy Frameworks. Computer Literacy, Verbal and Written Communication Skills, Project Management. Problem Solving, Presentation, Facilitation and supervisory skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Implement post establishment for the district and schools. Receive and verify post establishment for LSEN schools and ordinary schools. Receive and verify post establishment for extraordinary posts. Distribute post establishments to all stakeholders. Monitor the utilization of all posts as per allocated post establishment and provide report. Identify vacant posts for the District Office and schools. Update and maintain post establishment for the district and schools. Coordinate the movement of staff for the district and schools. Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka. Prepare and obtain approval for the absorption of temporary staff. Identify educators on access post and submit a list to heads. Facilitate and issue placement letters for access educators. Coordinate the publication of vacancy lists. Receive post establishment from Head Office. Distribute post establishment to schools. Receive GDE79 to advertise vacant posts. Compile a list of all vacant posts and forward to Head Office. Receive vacancy list from Head office distribute. Coordinate response handling and recruitment and selection for the district. Prepare and obtain approval to advertise and to fill the identified vacant posts. Notify line managers of vacancies within their respective units. Receive and verify GDE79 / HR1 to Head Office for publication. Receive and distribute vacancy list within the district (including schools). Facilitate the shortlisting process. Arrange interviews and provide technical advice during interviews. Draft and obtain approval for the appointment of the successful candidate. Provide administrative support services for the Unit. File documentation in the office. Respond to enquiries receives from internal and external stakeholders. Draft and submit monthly reports.
<u>ENQUIRIES</u>	:	Ms. Aluciah Malegopo Tel No: (012) 543 4313 (TN District) Ms. Nellisiwe Mashazi Tel No: (011) 694 9321 (JN District) Ms Elizabeth Moloko Tel No: (011) 666 9109(JE District) Ms Matlhodi Moloto Tel No: (012) 846 3641 (GN District) Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Mr Mpho Leotlela Tel No: (011) 736 0717 (GE District)
<u>POST 21/148</u>	:	<u>SENIOR ADMIN OFFICER: CERTIFICATION REF NO: REFS/022758</u> Directorate: System Administration and Certification Sub-directorate: Certification
<u>SALARY CENTRE</u>	:	R397 116 per annum Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management plus minimum of 2 years' experience in providing administration / office support. Knowledge of the National Senior Certificate (NSC) and the Senior Certificate amended qualification requirements are a pre- requisite. Knowledge of policies/regulations relating to certification processes. Computer literacy in the mainframe and server-based system are essential. Good Communication

		skills. Telephone etiquette. Ability to work well under pressure. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide supervisory support service in the processing of applications for certificates, statement of results. Coordinate request and collection of certificates, statement of results information from Integrated Examination Computer System (IECS) and Certificates from UMALUSI, DBE and/or SITA. Provides support in the help desk for certification relating to combinations, reissue of lost and replacement of damaged certificates. Monitors the verification process of all Grade 12 certificates. Verify processing of applications for replacement/ re-issue of lost statement of results and certificates. Monitor and report the printing of certificates by the accredited SITA and Umalusi institutions. Implement directives of Umalusi and National Policy regarding printing and issuing of certificates. Archival and dissemination of examination results/ Umalusi policies, procedures and guidelines. Supports the development of the departmental Integrated Examination Computerized Systems (IECS) policies, procedures and guidelines. Supervision and development of Staff.
<u>ENQUIRIES</u>	:	Mr Deon Tshabalala at 064 738 0588
<u>POST 21/149</u>	:	<u>SYSTEM DEVELOPER REF NO: REFS/022761 (X3 POSTS)</u> Directorate: IT Systems and Support Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT plus a minimum of 2years relevant experience in software development field. Knowledge of RDBMS (Relational Database Management Systems) with experience in SQL Server and SQL Server Reporting Services, Strong understanding of Object-Orientated Programming, Significant experience in C#, Significant experience with JavaScript, HTML5, and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern and .Net Core(Web API and MVC Core), SQL Stored Procedures, XML, JSON and Knowledge working with Web API like Google Maps API is an advantage, Knowledge of DevOps and Microsoft Azure environment will be highly advantageous; Server and back-end development experience. Knowledge of various development platforms and application support; knowledge of legislative framework within the Public Sector; Good written communication, enthusiastic, passionate, and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Department. A valid driver's license is essential.
<u>DUTIES</u>	:	To develop application solutions as specified by the Information Systems, encoding of system applications by converting work-flow information into computer language, develop /design business intelligence dashboards, perform system audits, testing of integrated application systems codes for possible updates/improvements, integration of different platforms in application development, performing system backups, system recovery and upgrades, maintenance and bug resolution, help in maintaining development. and productions environments, and maintain systems currently housed at the department by performing tasks allocated to them and compile weekly reports.
<u>ENQUIRIES</u>	:	Ms Phindile Ngobeneni Tel No: (011) 843-6740/46
<u>POST 21/150</u>	:	<u>ORGANISATION DEVELOPMENT PRACTITIONER REF NO: REFS/022763 (X2 POSTS)</u> Directorate: Organisation Development Sub-Directorate: Organisational Design and Change Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF6/7) in Management Services/Production or Operations Management or Human Resource Management/Public Management plus 2 years' experience in Organisational Design, Business Process Re-engineering and Job evaluation. Knowledge of Public Service Act and Regulations, Applicable Legislative Prescripts, including DPSA Circulars and Directives, Organisational Design Procedures and Principles as well as application of different work-study techniques. Knowledge and the use of OrgPlus; PERSAL System and job

		evaluation system will be an added advantage. Good Communication Skills Interpersonal relations, Computer literacy, Problem Solving, Presentation skills, Change Management, Facilitation skills and Report writing. A valid driver's license is essential.
<u>DUTIES</u>	:	Develop and maintain the departmental organisational structure and post establishment. Provide information and identify defects and problems with existing structure or lack of structures and establishment requirements. Conduct assessment and investigations on efficiency and effectiveness of work procedures, methods, systems and report on findings. Provide technical advice and guidance on policies and procedures related to organisational design and change management. Provide inputs to OD and Change Management Draft policies and other frameworks. Coordinate the provision of advisory and liaison service to the Department on organisational design and change management matters. Provide administrative support to the Sub-Directorate on changes to the organisational structure. Provides Organisational Design information management services. Develop and maintain a reliable and accurate manual and e-filing system for the Sub-Directorate (record management). Provide technical support in the implementation, maintenance, monitoring and evaluation of organisational design and change management project plan.
<u>ENQUIRIES</u>	:	Ms. Emily Makau Tel No: (011) 843 6559
<u>POST 21/151</u>	:	<u>ORGANISATION DEVELOPMENT PRACTITIONER REF NO: REFS/022764</u> Directorate: Organisation Development Sub-Directorate: Job Design and Business Process Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An recognized three-year National Diploma/ Degree (NQF Level 6/7) qualification in Management Services/Production Management/ Operations Management/Organisational and Work-study/ Industrial Engineering/ Industrial Psychology plus a minimum of 2 years' relevant experience in Organisation Design, Job Design, Business Process Re-engineering and Job Evaluation. Knowledge of Public Service Act and Regulations, Job evaluation prescripts Business Process Management, evaluate system, IDEFO Modelling and Visio, PERSAL and Job Description prescripts Good Verbal and Written Communication, Time Management, Planning and Organising, Problem Solving, Change Management, Consultation, Interpersonal skills, Presentation skills and Computer Literacy. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate and facilitate development of job descriptions. Administer and Coordinate job analysis and evaluation process. Map business process management and develop Standard Operating Procedures (SOP) in the Department. Coordinate Organisational Functional Assessment (OFA). Provide administrative and logistical support to the Sub Directorate. Update and maintain JE, JD, BPM Databases and filling system.
<u>ENQUIRIES</u>	:	Mr. Fundzani Buys Tel No: (011) 843 6743
<u>POST 21/152</u>	:	<u>SENIOR ADMIN OFFICER: SBA COORDINATION/ MODERATION REF NO: REFS/022760 (X2 POSTS)</u> Directorate: Assessment Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' experience working in Administration, Financial Administration, Planning and Implementation of provincial projects and Project Management. Must have worked in Curriculum/Assessment related environment. Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations and Public Finance Management Act. Knowledge of current technological developments and future trends. Other relevant prescripts governing Public Service such as Batho Pele principles. The incumbent must have High level of reliability; Hard working; Resourceful; Self-motivated; Trustworthy and have Computer literacy skills, communication skills, project management, interpersonal relations, presentation, technical and interpersonal skills, people management, report writing, good problem solving and analytical skills. Other: Willing to adapt work

DUTIES

schedule in accordance with office requirements. Applicant must be in a possession of a valid South African driver's license.

: Provide effective administrative support in the planning and initiation of School Based Assessment (SBA) Coordination and Moderation projects. Render relevant support during the compilation of budget, audit and financial functions. Co-ordinate and maintain office and render logistical activities such as facilitation of payments of moderators and service providers, ensure payment of moderators, provide regular sub-directorate expenditure reports, requisition of stationery, printing, deliveries and other requests. Compiling correspondence, reports, presentations, and other written material for the Moderation Sub-directorate (SD). Liaise with moderators and schools to ensure that all Quality Assurance and Moderation projects are carried out successfully. Liaise with districts to ensure that all registered candidates resulted and SBA, PAT and Oral queries are appropriately recorded and attended to. Keep an up-to-date record of all captured and resolved internal assessment queries. Liaise with other directorates to ensure that quality assurance projects become a success. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange venues for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all in-coming and out-going documents, correspondences, and registers. Monitor the tracking of documents and correspondences. Monitor the scanning and filing of documents and other correspondences. Comply with policies, prescripts, and other processes and procedures within the SBA Coordination and Moderation SD and Assessment Management Directorate. Provide policy related advice to the stakeholders. Supervise staff. Provide supervision to personnel in the Business Unit. Allocate duties to subordinates, monitor and ensure quality of work. Compile the work plan, performance development plans, job descriptions and performance agreements of staff and ensure that they are assessed in line with the PMDS policy. Capacitate and develop staff. Assess staff performance. Apply policy and take necessary decisions guided by relevant regulations.

ENQUIRIES

: Dr. Ernest Ranape at 076 818 5502

POST 21/153

: **SENIOR ADMIN OFFICER: STANDARD SETTING AND QUALITY PROMOTION REF NO: REFS/022762**
Directorate: Assessment Management

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum

: Head Office, Johannesburg

: An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' experience in Administration, Financial Administration, Records Management, Assets Management. Knowledge of Public Service Act and Regulations. Financial Procedures, Treasury Regulations and other Financial and SCM Prescripts. Other relevant Prescripts governing Public Service, Batho Pele principles. Computer literacy, Communication, Project Management, Interpersonal relations, Organisational skills Presentation, technical and interpersonal skills. People management, report writing, drafting of submissions and memoranda, good problem solving and analytical skills. A valid driver's license is essential.

DUTIES

: Provide effective administrative support to the Standard Setting and Quality Promotions Unit. Tracking of Management Plan for Unit. Monitor assets in the Business Unit. Co-ordinate procurement of goods and services. Render assistance during compilation of the budgeting audit and financial functions. Assist with logistical arrangements for different activities. Provide support during the planning and co-ordination of projects. Prepare offers of appointment for panel members of different projects. Co-ordinate the development of administrative documentation for projects including attendance registers, Codes of Conduct, Confidentiality Agreements and claim forms. Maintain an electronic database of appointees for different projects 'coordinate and maintain office and logistical activities such as subsistence and travel claims, filing and scanning of documents, requisition of stationery, printing, document binding, e-mail, deliveries and other requests. Compiling correspondence, reports, presentations, and other written material for the

		SSQP Unit. Liaise with Examinations Financial Administration Unit to ensure that all payment queries are attended to. Keep an up-to-date record of projects conducted. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences, and Registers. Monitor the tracking of files and correspondence. Monitor the uploading of documents onto the GDE website as per Management Plan. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Mentor and provide supervision to Senior Administration Clerks and Interns in the Business Unit. Allocate and ensure excellent quality of work. Train and develop staff. Assess performance of subordinates. Apply discipline.
<u>ENQUIRIES</u>	:	Ms Bongiwe Mangciphu Tel No: (010) 601 8030
<u>POST 21/154</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: EAP/HIV/AIDS COORDINATOR (X2 POSTS)</u> Sub-directorate: THRS Section: Performance Management and Development
<u>SALARY CENTRE</u>	:	R397 116 per annum Tshwane West District Ref No: REFS/022779 Sedibeng West District Ref No: REFS/022783
<u>REQUIREMENTS</u>	:	An appropriate recognized 3- year tertiary qualification in Social Work / Psychology plus a minimum of 2 years' relevant experience in EAP/HIV environment. Knowledge of policies on EAP and HIV/AIDS and applicable legislative frameworks within the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative analytical and organizational Skills. Supervisory skills and Computer literacy. Ability to work in a team and under pressure. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate and provide employee health and wellness services i.e. conduct campaigns, organise interaction sessions provide first line counselling and coordinate the EAP, etc. Plan, coordinate and facilitate implementation of EHW framework as per Public Service strategic framework. Identify, report and provide information on Employee Health and Wellness, HIV/AIDS. Implement and monitor the Occupational Health and Safety programs in line with the applicable act and safety policies and practices in the Department. Conduct risk assessments to minimise and prevent occupational health and safety dangers in the workplace. Identify reports and provide information on Employee Health and Wellness, HIV/AIDS. Liaise with relevant organisations/stakeholders on issues relating to Employee Health and Wellness, HIV/AIDS as well as on issue of Occupational Health and Safety.
<u>ENQUIRIES</u>	:	Ms. Priscilla Ravele Tel No: (012) 725 1451 (TW District) Ms. Bertha Mlotshwa Tel No: (016) 594 9207 (SW District)
<u>POST 21/155</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER REF NO: REFS/022801</u> Sub Directorate: Finance & Administration Section: Office Service Pool
<u>SALARY CENTRE</u>	:	R397 116 per annum Ekurhuleni North District
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics Management plus a minimum of 2 years' relevant experience in Asset Management/Supply Chain Management. Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Asset policy, Public Service Act and Regulation. Knowledge of Traversal systems (SRM, SAP and BAS). Financial & Procurement procedures. Standard Chart of Accounts (SCOA). Excellent communication skills, verbal and written. Presentation, Computer literacy, Interpersonal relations, report writing, time management, analytical. Supervisory and financial management skills. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Coordinate procurement of goods and services for the district, Serve as a link between end-user, buyer and suppliers. Compile the annual procurement plan for the district. Check the correctness of all RLS01's and compare them to the

Procurement Demand Plan derived from the Budget breakdown and on Asset Demand Plan. Minimize discrepancy on the requisitions. Ensure monitoring and compliance regarding SCM, Procurement Processes are followed to the latter, correct material number is created, allocated and captured. Verify the correctness and accuracy of the shopping carts according to the RLS01's and release on SRM. Manage Supply Chain Management processes and deviations. Ensure the correctness of the specifications to compile a request for quotations from suppliers are registered on the vendor database with valid CSD (central supplier database) documentations. Confirm that Buyer do not exceed our District Budget. Guarantee that End-users receive Goods and services that meet their specifications. Follow up on all shopping carts until purchase orders are created and deliveries are made on time, implementation of SCM processes and procedures to prevent deviations. Handle and coordinate the expediting of internal and external queries with regards to Procurement. Ensure the delivery of Goods and services according to approved purchase orders. Ensure that the good, received vouchers (GRV) are completed, signed-off and submitted for payments. Supervise staff Allocate and ensure quality of work. Assess staff performance. Manage staff leave.

ENQUIRIES

:

Ms Emily Mochela Tel No: (011) 746 8190 (EN District)

POST 21/156

:

SENIOR ADMIN OFFICER (X4 POSTS)

Sub-Directorate: Finance and Administration

Unit: Office Service Pool

SALARY CENTRE

:

R397 116 per annum

:

Tshwane South District Ref No: REFS/022806

Gauteng West District Ref No: REFS/022807

Johannesburg Central District Ref No: REFS/022812

Gauteng North District Ref No: REFS/022798

REQUIREMENTS

:

An appropriate 3year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology / Records and Archives Management plus a minimum of 2 years' relevant experience in administration/ Auxiliary or office pool Support services/Records management/ Asset management/and supply chain management. Knowledge of Public Service Act and Regulations, Batho Pele principles, and archive policies. Knowledge of file plan, Computer Literacy, Communication, Interpersonal Relations, Problem Solving, Presentation, Analytical, Planning and Organizing, People Management, Supervisory, Report Writing and Minutes Taking Skills. A Valid South African driver's license.

Monitor and ensure that security personnel adhere to public safety protocols as well as safe keeping of assets. Provide switchboard and telephone support services. Ensure that typists/data capturing services are provided to the District and Teacher Centre. Ensure proper maintenance of the District Office and Teacher Centre. Liaise with the property Owner and Head Office with the regard to the maintenance of the building. Ensure that hygiene services are provided according to the service level agreement. Ensure that deliveries to district office are received and distributed to schools and Officials accordingly. Ensure that duplication (Photocopier) services are rendered. Ensure proper implementation of the file plan. Ensure that the district electronic mail system is properly implemented and utilized. Ensure that records of all files, correspondences and Registers are maintained. Ensure that the tracking files and correspondence are maintained. Ensure that all registry processes and functions are followed (Scanning and filling of documents, Condition of documents, registry counter Services, incoming and outgoing correspondence, opening and closing of files, archiving and disposal of documents). Implement and ensure registry policy compliance. Monitor the franking machine, readings and coordinate the payments thereof. Facilitate efficient and effective clean working environment. Ensure that cleaning materials and equipment's are provided to all cleaners. Supervise staff. Allocate and ensure quality of work and Manage staff leave.

DUTIES

:

ENQUIRIES

:

Mr. Thabiso Mphosi Tel No: (012) 401 6434 (TS District)

Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District)

Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)

Ms. Matlhodi Moloto Tel No: (012) 846 3641 (GN District)

<u>POST 21/157</u>	:	<u>IT SUPPORT TECHNICIAN REF NO: REFS/022843</u> Directorate: IT and Service Management Sub- Directorate: District Office Support
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 2 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN for all GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and functional environment. Manage any virus threats, Manage and maintain printers in the environment. Advise on technical changes in the ICT environment.
<u>ENQUIRIES</u>	:	Ms. Eva Motshwaedi Tel No: (011) 843 6724
<u>POST 21/158</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER (X4 POSTS)</u> Sub-directorate: Finance and Administration Unit: Provisioning and Administration for Institutions
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Johannesburg West District Ref No: REFS/022818 Sedibeng East District Ref No: REFS/022820 Gauteng West District Ref No: REFS/022825 Johannesburg North District Ref No: REFS/022796
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Financial Management/Financial Accounting/Accounting/Management Accounting plus a minimum of 2 years' relevant experience in a finance environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS, PERSAL and SAP. Public procurement procedures and financial related policies. Computer literacy, good verbal and written communication skills Planning and organization and Good inter-personal relations. A valid driver's license is essential.
<u>DUTIES</u>	:	Participate in conducting monitoring of financial administration and financial governance. Participate in conducting planned visits and regular inspections to ensure compliance to Financial Regulation and Supply Chain regulations. Prepare a report on identified issues as per school visits. Monitor expenditure against budget allocated to schools. Facilitate Financial Management and Procurement procedures and policies to schools. Provide support in all section 21 and Partial Section 21 Schools municipal accounts. Receive invoices from municipalities/Head Office for Non-S21 schools. Liaise with schools regarding budget spending in terms of Section 21 function. Log and attend to all municipal related queries. Monitor payments made by Head Office. Verify the completeness of the ageing analysis. Reconcile age analysis against the invoices to confirm if all payments have been allocated. Prepare goods received voucher (RLSO2) and electronic schedule for payment. Prepare expenditure report. Process School Fee Exemption applications. Ensure compliance in terms of process of school fee exemption as required by the norms and standards of school funding and the gazette. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Verify and reconcile the number of fee school application submitted or not submitted

		or declined the applications. Supervise human resources /staff. Allocate and ensure quality of work. Assess staff performance.
<u>ENQUIRIES</u>	:	Mr. Jafta Lizwe at 064 929 9493 (JW District) Ms. Nomathemba Xawuka Tel No: (016) 440 1717 (SE District) Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District) Ms. Nelisiwe Mashazi Tel No: (011) 694 9321 (JN District)
<u>POST 21/159</u>	:	<u>SENIOR STATE ACCOUNTANT (X3 POSTS)</u> Sub- directorate: Finance & Administration
<u>SALARY CENTRE</u>	:	R397 116 per annum Sedibeng East District Ref No: REFS/022831 Tshwane West District Ref No: REFS/022835 Johannesburg Central District Ref No: REFS/022838
<u>REQUIREMENTS</u>	:	An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Receive Budget Allocation letter for the financial year in respect of the district, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and. allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain PERSAL reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.
<u>ENQUIRIES</u>	:	Ms. Nomathemba Xawuka Tel No: (016) 440 1717 (SE District) Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)
<u>POST 21/160</u>	:	<u>SENIOR ADMIN OFFICER REF NO: REFS/022793</u> Sub-Directorate: Finance and Administration Unit: Provisioning and Administration for Institutions
<u>SALARY CENTRE</u>	:	R397 116 per annum
<u>REQUIREMENTS</u>	:	Johannesburg East District An appropriate recognized 3-year relevant qualification National Diploma/Degree in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' relevant experience in administration, financial administration, supply chain management, records management and asset management. Knowledge of Treasury Regulations, Financial & Procurement procedures. Standard Chart of Accounts. Financial management & financial administration. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. Leadership skills. Written and verbal communication Skills A valid driver's license is essential.
<u>DUTIES</u>	:	Provide effective administrative support to the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit and liaise with internal and external stakeholders. Provide effective records management services to the Business

		Unit, maintain records of all files, correspondences and registers. Administer HR processes within the Business Unit in collaboration with the Directorate. Ensure Human Resource Management such as Leave, payroll, training, policies Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide supervision to personnel in the Business Unit, Allocate and ensure quality of work.
<u>ENQUIRIES</u>	:	Ms. Elizabeth Moloko Tel No: (011) 666 9109
<u>POST 21/161</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PRINTING, PACKAGING AND DISTRIBUTING REF NO: REFS/022765</u> Directorate: Examination Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology/ Records Management plus minimum of 2 years relevant experience in Examination and Assessment environment. An understanding of Computer Systems and administration of data is needed. A sound knowledge and understanding of printing cycle, processes and the environment relating to high security question papers in is essential. Hands on experience and knowledge in handling issues related to printing, packing, storage and distribution of high security assessment materials is required. Must be able to work under constant pressure, independently as well as in a team. Must have experience in an education environment where high stakes question papers are printed and must be able to function in an extremely high security and high intensity environment. Good written and verbal communication skills plus the ability to generate reports on a regular basis Valid Driver's License essential.
<u>DUTIES</u>	:	Implement the distribution process. Consolidate and capture the check lists and confirmation sheets of the content trucks. Liaise with district regarding the confirmation of full delivery of the consignment as per distribution list. Communicate with Districts and other relevant stakeholders in order to ensure that valid and reliable data is used for the process. Implement progress of printing and packing processes. Perform physical stock count and verification. Provide effective administrative and records to the Business Unit. Coordinate procurement of goods and services for the unit. Maintain records of all Files, correspondences, and Registers. Monitor the tracking of files and correspondences. Monitor the scanning and filing of documents/ boxes and other correspondences into the repository. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Provide policy related advice to the stakeholders. Provide supervision to personnel in the Business Unit. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Lufuno Raluombe Tel No: (010) 345 0930
<u>NOTE</u>	:	Candidates will be subjected to a skills test.
<u>POST 21/162</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EXAMINATION MATERIAL AND SCRIPT ARCHIVAL REF NO: REFS/022766</u> Directorate: Examination Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus minimum of 2 years relevant experience in administration, financial administration, supply chain management, records management, and assets management. A sound Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations, Financial and SCM Prescripts and other relevant Prescripts governing Public Service. Knowledge of Batho Pele principles, Government and administration. Good Communication Skills, Computer Literacy, Project Management, Interpersonal relations, Problem Solving, Presentation skills, Analytical skills, Financial Management skills, Planning and Organizing, People management, Facilitation, Report writing and minutes taking. Valid Driver's License essential.

<u>DUTIES</u>	:	Facilitate in the examination Script Control processes. Provide administration that all scripts are accounted for at all levels, and these are stored in an indexed filing system. Facilitate the development of examination material. Maintain the Digital Archiving of all candidate scripts. Provide administration on the scripts received and package per paper, centre and per district. Maintain electronic database of archived scripts. Coordinate procurement of goods and services for the sub- directorate. Ensure implementation of procurement processes and procedures to prevent deviations. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Provide effective administrative support to the Business Unit. Compile correspondence, reports, presentations, and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Provide supervision to personnel in the Business Unit.
<u>ENQUIRIES</u>	:	Ms. Lufuno Raluombe Tel No: (010) 345 0930
<u>POST 21/163</u>	:	<u>SENIOR ADMIN OFFICER: SYSTEM ADMINISTRATION REF NO: REFS/022768</u> Directorate: System Administration and Certification Sub-directorate: System Administration
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree National Diploma/Degree (NQF6/NQF7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology/ Information Technology or Computer Science or ICT majoring in Information Systems plus minimum of 2 years' experience within Examination or assessment environment. Knowledge of Public Service Act and Regulations., Employment of Educator's Act, Examination Regulations and Policies, SA-SAMS , Labour Relations Act and relevant legislation pertaining to Integrated Examination communication Systems (IECS) Good Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills A valid driver's license is essential.
<u>DUTIES</u>	:	Provide supervisory services in the integrated examination computer system for credible registration of examination centres and candidates. Conduct system audits to verify the state of readiness of examination districts, centres and candidates on the system to conduct the examinations. Co-ordinate and monitor the processes for the printing and distribution of examination material. Provide supervisory services in the integrated examination computer system for credible resulting of candidates. Ensure that all registers candidates that wrote the examination are accurately and complete resulted. Co-ordinate and monitor on the registration of Re-mark and Re-check candidates. Monitor and support the usage of functions of the Integrated Examination Computer System within the district. Verify and report on the audit trails of users on IECS. Spearhead the verification and registration of Online candidates. Plan and monitor the verification process of online candidates. Engage with districts and other stakeholders on matters pertaining to the improvement and functionality of IECS. Provide input on provincial policy on examination and assessment guidelines. Report on the finances of the sub-directorate and co-ordination of the writing of submissions. Provide support on management of procurement processes and finances allocated to the Directorate. Manage the human resource matters in the sub-directorate System Admin.
<u>ENQUIRIES</u>	:	Mr Obakeng Babe at 072 548 3942
<u>POST 21/164</u>	:	<u>SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT AND REPORTING REF NO: REFS/022769</u> Directorate: Financial Accounting Sub-directorate: Revenue Management and Reporting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in

		Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of financial prescripts Public Finance Management Act (PFMA) and Treasury Regulations. Good communication and supervisory skills. Report writing skills. skills A valid driver's license is essential.
<u>DUTIES</u>	:	Prepare reconciliation by the 13th of each month: BAS, PERSAL, Bank and Revenue Reconciliation. Prepare Finance and Operating lease schedules by the 13th of each month. Populate the lease schedule and disclosure note to the IFS and AFS in terms of chapter 8 and modified cash standards. Provide administration of petty cash. Assist in receiving claims/advances from end-users and verifying compliance with petty cash policy and regulations. Quality assures documents/payments within a day. Receive of payment batches from the supervisor. Compile Fruitless and wasteful expenditure register by the 13th of each month. Communicate with directorates and district offices to submit fruitless and wasteful expenditure by the 7th of each month and journals before BAS closure. Participate in collection of revenue within the Department. Analyze all revenue items in the general ledger. Authorize the captured manual receipt on BAS and perform the day end/reconcile the receipt and cash collected daily. Recovered Debts in accordance with the acts and regulations (Daily). Calculate and verify the debt amounts to be taken on. Provide monthly, weekly reports and audits.
<u>ENQUIRIES</u>	:	Ms. Monicca Madibo Tel No: (011) 355 0185
<u>POST 21/165</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RESEARCH COORDINATION REF NO: REFS/022772</u> Directorate: Education Research and Knowledge Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Head Office, Johannesburg An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' experience in a research environment. Experience in undertaking research and presentations, Desktop research and analytical skills, report writing skills, good computer skills (MS Word, Excel, and PowerPoint), Good communication skills (verbal and written), Ability to work in a team. Understanding of legislative frameworks. An understanding of Gauteng Provincial Government's strategic vision, priorities, and Public Service legislation. Thorough knowledge and understanding of policies and legislation governing education in the RSA. The ability to identify and conceptualise research problems and find solutions, and a Valid driver's license.
<u>DUTIES</u>	:	Responsible for the distribution and collection of research surveys conducted. Assist with Research Co-ordination Sub-Directorate's activities, including research co-ordination and processing of academic research. Assist with the capturing of data and validating data from the source. Assist with the analysis of data and report writing. Assist with the strategic and operational planning and budgeting. Support the dissemination of research outputs. Responsible for the storage and retrieval of documents and files. Compile monthly and quarterly statistics and reports. Develop and maintain a database of research findings and internal research reports. Collect, analyse, and collate any other research-related information as requested by the Head of the Sub-Directorate.
<u>ENQUIRIES NOTE</u>	:	Mr David Bapela Tel No: (011) 355 1585
	:	Candidates will be subjected to a skills test.
<u>POST 21/166</u>	:	<u>SENIOR STATE ACCOUNTANT: PAYMENT PROCESSING REF NO: REFS/022774 (X2 POSTS)</u> Directorate: Financial Accounting Sub-directorate: Payment Processing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Head Office, Johannesburg An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in a finance environment. Knowledge of PFMA and

		Treasury Regulations, Procurement procedures and other Financial related policies, financial administration and Public Service Regulation, Basic Accounting System, SAP and IMS. Good verbal and written communication, Computer literacy (MS Excel, Access, Word and PowerPoint), Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing and Report Writing. A valid driver's license is essential.
<u>DUTIES</u>	:	Ensure all supplier payment is made within 30 days. Verify the accuracy of invoices. Preparing and submission of payment run to Treasury. Clear payment exceptions within two days after each payment run and also liaise with Treasury regarding rejections. Review weekly runs against successful payment runs of the financial year on weekly basis. Identify overpayments and duplicates payments. Follow-up and resolve payment issues and queries from internal and external customers. Compile accruals submitted monthly, quarterly and yearly. Request Payment proposal after a last payment run of the month. Ensure that all other directorates and districts accrual schedules as at the end of the reporting month are submitted to Accounts Payable by the stipulated date of the new month. Execute consequence management on non-submission, late submission, incomplete and incorrect information. Exercise judgment in evaluating completeness and accuracy of invoices submitted for payments. Participate in the preparation of effecting Payment, Process Director, Exceptions and Payment Run reports on weekly basis. Source documentation for Internal and External Audit purposes retrieved and submitted within 2 days. Provide effective, efficient supervision of staff and Management of resources.
<u>ENQUIRIES</u>	:	Ms. Nonna Swanepoel Tel No: (011) 355 1102
<u>POST 21/167</u>	:	<u>SENIOR ADMIN OFFICER: TRANSPORT (X2 POSTS)</u> Sub- directorate: Finance and Administration Unit: Auxiliary Services and Fleet Management
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Ekurhuleni North District Ref No: REFS/022782
	:	Ekurhuleni South District Ref No: REFS/022790
<u>REQUIREMENTS</u>	:	An appropriate recognized three - year National Diploma/Degree in Transport Management/ Transport Economics plus a minimum of 2 years' relevant experience in Transport management. Knowledge of PFMA, National Transport Circulars. Public Service Act and Regulations. Knowledge of Supply Chain Management Policy and Electronic Log Sheet System. Computer literacy, communication and Supervisory skills. Report writing, interpersonal and problem-solving skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Supervise, Render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Administer the Subsidized Motor Vehicles in accordance with Transport Circular No. 5 of 2003. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport Circular No. 5 of 2003. Administer g-Fleet vehicles and Subsidized Motor Vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No.4 of 2000 and Service Level Agreement. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport Circular No. 5 of 2003. Implement the cost-control measures in line with the PFMA, Treasury

Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.

ENQUIRIES : Ms. Emily Mochela Tel No: (011) 746 8190 (EN District)
Mr. Siphso Zonele Tel No: (011) 389 6062 (ES District)

POST 21/168 : **SENIOR PERSONNEL PRACTITIONER (X2 POSTS)**
Sub Directorate: Dispute Management

SALARY : R397 116 per annum
CENTRE : Johannesburg West District Ref No: REFS/O22802
Gauteng East District Ref No: REFS/O22799

REQUIREMENTS : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Labour Relations /Law/Employment Relations/ Human Resource Management majoring in Labour Relation plus a minimum of 2 years' relevant experience in labour relations environment. Knowledge of PSCBC; GPSSBC and ELRC. Knowledge of Employment of educators Act, Treasury Regulations, Public Service Act and Regulations, EEA, PSA, PSR, BCEA, SDA, COIDA, SASA. Good Communication Skills. Client Services. Policy analysis and research, conflict and problem Solving, presentation and Supervisory Skills. A valid driver's license is essential.

DUTIES : Implement and solve disciplinary enquiries or cases. Investigate cases of misconduct and support investigation reports. Represent the Department during formal disciplinary hearings. Provide advice on informal disciplinary hearings. Train managers on disciplinary process. Ensure the implementation of disciplinary sanctions. Facilitate the resolution Grievances. Investigation of grievances. Facilitate the process of resolving grievances reported to the district as well as ensuring sound employment relations. Assist and advise line managers in resolving staff grievances. Monitor the resolution of grievances. Facilitate the resolution of Disputes. Investigate disputes lodged with bargaining Councils. Generate submission for the settlement of dispute. Represent the employer at dispute resolution forum, eg CCMA, GPSSBC, and ELRC. Ensure the implementation of the awards. Provide training and advocacy on Labour Relations matters within the district. Coordinate training/workshops for the districts. Maintain labour peace within the organization. Provide advice on Labour Relations matters.

ENQUIRIES : Mr Lizwe Jafta at 064 929 9493 (JW District)
Mr Mpho Leotlela Tel No: (011) 736 0717 (GE District)

POST 21/169 : **CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE (X2 POSTS)**
Sub Directorate: Transversal Human Resource Services

SALARY : R397 116 per annum
CENTRE : Johannesburg East District Ref No: REFS/O22789
Gauteng East District Ref No: REFS/O22770

REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus a minimum of 2 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. A valid driver's license is essential.

<u>DUTIES</u>	:	To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on PERSAL Facilitate the processing of homeowner's allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on PERSAL and current and update records on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advice GDF on debt not captured on PERSAL and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.
<u>ENQUIRIES</u>	:	Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE District) Mr Mpho Leotlela Tel No: (011) 736 0717 (GE District)
<u>POST 21/170</u>	:	<u>CHIEF PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND SYSTEM REF NO: REFS/022771</u> Directorate: HRTS
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR plus 2 years' experience in establishment administration. Knowledge of PERSAL, Knowledge of CORE, Establishment Control, Public Service Regulations, Collective Agreements, Basic Condition of Employment Act and all relevant legislative framework that governs all HR related policies and Procedures within Human Resource in the Public Sector. Good Interpersonal skills and communications skills (Verbal and Written). Administrative, Analytical and organizational skills, Project Management skills, Conflict management, Supervisory Skills and computer literacy. Ability to work under pressure and long hours during audit process. A valid driver's license is essential.
<u>DUTIES</u>	:	To effectively implement and administer organisation and post establishment administration services. Ensure that PERSAL system is aligned to the approved structure and posts establishment. Verification of post establishment and implementation of changes thereof. Establish control and monitoring to ensure efficient and effective implementation of post establishment. Generate and analyse reports with regards to special THRS projects and other establishment administration related functions. Ensure implementation of all departmental Transversal HR Policies, strategies and procedures to ensure adherence by Departmental Personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, assist with authorization of staff and post establishment administrative transactions, provide training, manage leave and assess the performance of subordinates.
<u>ENQUIRIES</u>	:	Ms Grace Majola Tel No: (011) 843 6823
<u>POST 21/171</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: AUXILIARY SUPPORT SERVICES REF NO: REFS/022773</u> Directorate: Auxiliary Services and Fleet Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three- year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology /Logistic Management/ Supply Chain Management qualification plus a minimum of 2 years' experience in

	Supervisory level in Auxiliary Support Services /provision of Admin Support. Knowledge of PFMA, Supply Chain Management Policies, Knowledge of Public Service Act and Regulations, Occupational Health and Safety, Auxiliary Support Services policies and procedures, Understand the Batho Pele Principles. A valid driver's license, Supervisory skills, Communication skills (verbal and written), Good interpersonal skills, Problem-solving skills, Organising skills, Report writing skill, Administrative skills; Time Management skills, Analytical skills; Financial Management skills, Computer Literacy (Ms Word, Excel, Outlook, and Power Point and Outlook). Ability to work under pressure and meet deadlines. A valid driver's license is essential.
<u>DUTIES</u>	: Provide administrative support to the Business Unit. Render assistance during the compilation of the budgeting, audit, and financial functions, monitoring expenditure and resources. Ensure that goods and services are procured according to the procurement and budget plan of the business Unit. Ensure that the correct item, quantity, and quality are delivered according to the purchase order. Follow up on the status of orders and payments, Ensure the implementation of procurement processes and procedures to prevent deviations. Coordinate and monitor assets in the Business Unit. Compile submissions for procurement of goods and services. Compile correspondence, reports, presentations, and other written material for the Business Unit. Facilitate efficient and effective clean working environment. Liaise with service providers on Waste Management matters and Hygiene Services. Compile monthly reports, Ensure the provision of cleaning material and equipment to all cleaners. Prepare inventory management for cleaning material. Liaise with property owner about the day-to-day maintenance of ablution. Oversee the provision of general assistant work. Monitor and ensure that the function of loading and off-loading furniture to relevant destinations is performed. Monitor and ensure that government vehicles are cleaned. Implement Auxiliary Support policies, guidelines, and procedures. Participate in the development and review of the uniform and protective clothing policy. Ensure Compliance to Occupational Health and Safety Policy that spot check is conducted on a weekly basis. Manage the delivery and storage of goods ordered. Ensure Compliance to Occupational Health and Safety Policy and Procedure within GDE. Ensure that Performance Management System is executed. Allocate and ensure quality of work.
<u>ENQUIRIES</u>	: Mr Salani Sadiki Tel No: (011) 355 0761
<u>POST 21/172</u>	: <u>SENIOR ADMIN OFFICER (X3 POSTS)</u> Sub Directorate: Examination Administration
<u>SALARY CENTRE</u>	: R397 116 per annum : Gauteng East District Ref No: REFS/ 022800 Johannesburg South District Ref No: REFS/022803 Gauteng West District Ref No: REFS/022805
<u>REQUIREMENTS</u>	: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' relevant experience within examination or assessment environment. Knowledge of Public Service Act and Regulations, PFMA, SASA Labour Relations Act and Knowledge of Gazette 31337 as amended. Knowledge of relevant legislation pertaining to Exams and Assessments Processes, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. A valid driver's license is essential.
<u>DUTIES</u>	: Supervise and render administration support to the centre & learner registrations in the District Office. Provide administration support in the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Administer concessions for all Schools during assessment/examinations period. Verify and clear immigrant candidates on the Integrated Examination Computer System (IECS). Quality assures registration data on the IECS to minimize technical irregularities. Participate in establishing readiness of centers to conduct the examinations. Participate in the compilation of examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Participate in the drafting of the strong-room policy for the Unit. Sample and submit Scripts for pre-marking purposes.

		Quality assure Scripts and ensure that they are scanned, packaged and distributed to Marking Venues. Provide evidence regarding the afore mentioned processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Provide Administration Support in the conduct of Examinations.
<u>ENQUIRIES</u>	:	Mr Mpho Leotlela Tel No: (011) 736 0717 (GE District) Ms Lola Malimagovha Tel No: (011) 247 5947 (JS District) Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District)
<u>POST 21/173</u>	:	<u>SENIOR ADMIN OFFICER REF NO: REFS/022780</u> Sub-Directorate: Finance and Administration Unit: Provisioning and Administration
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Tshwane West District
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' relevant experience in administration, financial administration, supply chain management, records management and asset management. Knowledge of Treasury Regulations, Financial & Procurement procedures. Standard Chart of Accounts. Financial management & financial administration. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. Leadership skills. Written and verbal communication Skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide effective administrative support to the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit and liaise with internal and external stakeholders. Provide effective records management services to the Business Unit, maintain records of all files, correspondences and registers. Administer HR processes within the Business Unit in collaboration with the Directorate. Ensure Human Resource Management such as Leave, payroll, training, policies Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide supervision to personnel in the Business Unit, Allocate and ensure quality of work.
<u>ENQUIRIES</u>	:	Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District)
<u>POST 21/174</u>	:	<u>SENIOR ADMIN OFFICER: RECORD MANAGEMENT SUPPORT REF NO: REFS/022777</u> Directorate: Auxiliary Services and Fleet Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree in Records and Archiving Management/ Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus minimum of 2 years' experience in administration environment. Knowledge of Office equipment's administrative procedure relating to files. Registry norms, standards and procedures. Planning and Organizing. Organizational policies skills. Communication skills (written & verbal), organizational and interpersonal. Interpersonal relations, problem solving skills, report writing. Presentation and Facilitating skills. Project Management skills. Report writing skills and computer literacy and ability to work under pressure. Knowledge of PFMA, PAIA. Knowledge of Shortlisting and interview processes. procurement procedures, Treasury Regulations and other legislative frameworks applicable to the public service. Batho Pele principles. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide effective records/registry management services to the Business Unit. Monitor the opening and closing of files. Monitor policy compliance. Provide effective administrative support to the Business Unit. Provide secretariat

services to the Business Unit's meetings, Provide effective records management services to the Business Unit. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Provide effective administrative support to the Business Unit. Monitor the monthly and quarterly duty rooster. Monitor the franking machine, readings 149 and the payments thereof. Provide effective general and logistical support to the Business Unit. Monitor requisitions. Procurement of office equipment, stationary and distribution thereof. Ensure all assets in Registry are barcoded accordingly. Ensure all assets are listed in the asset register. Communicate with Asset Directorate regarding damaged and broken assets. Monitor HR processes within the Business Unit in collaboration with the Directorate: Provide supervision to personnel in the Business Unit. Human Resource Management such as leave, payroll, training, policies, appointments. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Monitoring of staff development

<u>ENQUIRIES</u>	:	Mr Salani Sadiki Tel No: (011) 355 0761
<u>POST 21/175</u>	:	<u>SENIOR ADMIN OFFICER: CURRICULUM INFORMATION ANALYSIS (X4 POSTS)</u> Sub-Directorate: Information Systems and Strategic Planning
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Ekurhuleni South District Ref No: REFS/022792
	:	Tshwane West District Ref No: REFS/022781
	:	Johannesburg South District Ref No: REFS/022794
	:	Johannesburg East District Ref No: REFS/022791
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science/ Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years relevant experience in an Administrative Officer role. Knowledge of relevant prescribed Act, regulations and policies within Government. Computer Literacy, good telephone etiquette, sound organizational skills, verbal and non-verbal communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Co-ordinate and control data information systems and processes. Ensure that quality of information is collected using the correct systems and processes e.g. SASAMS/Data Quality Assurance Utility, Valistractor and Data Driven Dashboard Application. Capture and maintain district information database. Analyze, verify, interpret, and present data to internal and external clients through data surveys. Provide and maintain effective document management systems. Assist in designing form to collect and store data for future use. Ensure that document storage, archiving, back-up and recovery procedures are functioning correctly. Monitor and review data collection methods, systems and processes to enhance service delivery. Consolidate information and compile data report for the consumption of all relevant stakeholders. Maintain and distribute documents/packages to various stakeholders as requested. Provide feedback information through both summary and comprehensive reports. Comply with policies, prescripts and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to data management. Keep abreast new policies and other regulatory requirements such as POPI Act. Render general office administration services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics and handle routine enquiries. Keep and maintain the filing system for the district. Keep and maintain the incoming and outgoing data of the schools within the district. Supervision and training of staff. Manage and communicate with staff. Allocate and monitor duties to subordinates.
<u>ENQUIRIES</u>	:	Mr Sipho Zonele Tel No: (011) 389 6062 (ES District) Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Ms Lola Malimagovha Tel No: (011) 247 5947 (JS District) Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE District)

<u>POST 21/176</u>	:	<u>SENIOR ADMIN OFFICER: PERFORMANCE ANALYSIS AND FEEDBACK</u> <u>REF NO: REFS/022776 (X2 POSTS)</u> Directorate: Assessment Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus a minimum of 2 years' experience in Administration, Financial Administration, supply chain management, records Management, administration in the planning and delivery of projects, and assets Management. Knowledge of Public Service Act and Regulations. Financial Procedures, Treasury Regulations and other financial management skills. Knowledge of Government and administration, Batho Pele principles. Good communication skills (Verbal and written). Computer literacy, Project Management, Interpersonal relations, Presentation, technical and interpersonal skills. People management, report writing, minutes taking, good problem solving, planning and organising skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide effective administrative support to the Sub-Directorate. Co-ordinate and maintain office administration such as drafting of management plan, memorandums, submissions, controlling of subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, logistical arrangements for meetings and workshops, deliveries and other requests. Compiling correspondence, reports, presentations, and other written material for the Sub-directorate. Render assistance during compilation of the budgeting and financial functions. Liaise with stakeholders during the collection of learner performance data on a quarterly basis. Provide secretariat service to the Sub-Directorate, compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders' meetings. Liaise with internal and external stakeholders, ensure update and communication for all the activities in the Sub-Directorate. Provide effective records management services to the Sub-Directorate. Maintain records of all documents (manually and electronically), files, scanned documents and keep track of all incoming and outgoing correspondences. Keep abreast with new policies, guidelines and instructions issued by the Directorate. Provide supervision to personnel in the Sub-Directorate. Allocate and ensure quality of work. Management of staff leave accordingly. Capacitate and develop staff. Assess staff performance. Apply discipline where needed according to relevant policies that govern disciplinary procedure.
<u>ENQUIRIES</u>	:	Ms Bongiwe Mangcipu Tel No: (010) 601 8030
<u>POST 21/177</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MARKING, ADMINISTRATION</u> <u>PROCESS REF NO: REFS/022767</u> Directorate: Examination Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management /Administrative Management/ Office Administration or Management/Management Assistant/ Office Management and Technology plus minimum of 2 years relevant experience in administration, financial administration, supply chain management, records management, and assets management. A sound Knowledge of Public Service Act and Regulations, Batho Pele principles. Knowledge of Financial Procedures, Treasury Regulations and other Financial and SCM Prescripts. Good written and verbal communication skills. Computer literacy. Project Management skills Problem Solving skills, Presentation skills, Report writing and minutes taking. Valid Driver's License essential.
<u>DUTIES</u>	:	Facilitate the administrative function of the Appointment of Markers. Verify the NSC Applications on the electronic marker application System from 15 districts. Facilitate the preselection and post selection application processes. Prepare the administrative documents for the selections of the markers. Populate the parameters on electronic marker application system for letters of appointment to be generated. Provide the administrative support for the selection and appointment of Examination Assistants. Facilitate the marking Centre

		administration process. Prepare all administrative documents for all marking centres. Provide the administrative support at the marking centres. Provide effective administrative support to the Business Unit. Compile correspondence, reports, presentations, and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Coordinate the procurement of goods and services for the sub- directorate. Compile submissions for procurement of goods and services. Monitor assets within the Business Unit. Co-ordinate requisition of stationery, printing, document binding, faxes, e-mail, deliveries, and other requests. Provide supervision to personnel in the Business Unit. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Lufuno Raluombe Tel No: (010) 345 0930
<u>POST 21/178</u>	:	<u>SOCIAL WORKER: GRADE 1 (X11 POSTS)</u> Directorate Early Childhood Development
<u>SALARY</u>	:	R325 200 per annum
<u>CENTRE</u>	:	Johannesburg Central District Ref No: REFS/022844 (X3 Posts) Sedibeng East District Ref No: REFS/022846 (X3 Posts) Tshwane North District Ref No: REFS/022850 (X3 Posts) Johannesburg East Ref No: REFS/022854 Tshwane West District Ref No: REFS/022857
<u>REQUIREMENTS</u>	:	A Degree in Social Work (NQF 7). Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Ability to implement chapter 5 and 6 of the Children's Act 38 of 2005. Certified copies of ID and a valid driver's license. Knowledge and understanding of early childhood development environment. Have communication, coordination, planning and organizing, report writing skills, teamwork and computer literacy. Accomplish tasks, prevent, alleviate distress and use resources effectively.
<u>DUTIES</u>	:	Implement Children's Act 38 of 2005, PFMA, register ECDs, monitor, facilitate panels and recommendations for funding, maintenance of district database, implementation of provincial and national projects. submission of district reports, investigate ministerial enquiries and submission of reports, working with ECD stakeholders, coordinate and facilitate regional stakeholders' forums, capacity building for ECD service providers on registration of ECDs, compliance and governance, conduct inspections and monitoring of new, renewal or re-registration of ECD services. guide and support ECD centres to ensure compliance.
<u>ENQUIRIES</u>	:	Ms. Mantwa Mogashoa at 066 487 2604
<u>POST 21/179</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: REFS/022813</u> Directorate: HRTS
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Knowledge of Public Service Act 1994 and employment of educators Act of 1998, Regulations, Collective Agreements and all relevant legislation, policies, and procedures within Human Resource in the public sector. Computer literacy in MS Excel, MS Word, MS Access and MS Outlook and. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational and Supervisory skills. Ability to work under pressure and long hours. A valid driver's license is essential.
<u>DUTIES</u>	:	Ensure the effective and efficient management of PILIR. Oversee and management of level 5 employees (PMDS, leave, conflict, resources; etc. and their day-to-day functions. Monitor and update the tracking grid. Provide support to the Districts and Head Office. Visit to the clients and District offices to provide training. Must be able to facilitate PILIR training. Must be able to take minutes. Quality assure all PILIR applications/outcome letters. Compile weekly, monthly, quarterly, and annual reports with strict adherence to time frames. Generate submissions/memo. Must attend to all PILIR queries. Participate in the development and review of departmental PILIR (policy on

leave for ill-health retirement) policy, guidelines, strategies, and procedures and implement thereof. Conduct desktop research on Human Resource best practices. Analyse departmental PILIR policy, guidelines, strategy and Human Resource procedure manuals to identify gaps. Coordinate the approval of PILIR guidelines and strategy in consulting with relevant stakeholders. Monitor compliance on PILIR process and procedures in line with relevant stakeholders. Create awareness on PILIR procedures by conducting workshop, interpreting and explaining the PILIR policies and procedures to the Department personnel. Provide support with the implementation of PILIR transaction on PERSAL. Receive and verify required supporting documents of independent medical assessment from a sick employee. Update PILIR tracking grid for their respective cluster/office participate in the implementation of effective and efficient administrative systems and procedures within the Directorate.

ENQUIRIES : Mr VE Netshithuthuni Tel No: (011) 843 6865

POST 21/180 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: REFS/022823**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience in the HR working environment. in HR working environment. Knowledge of PERSAL, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver's license is essential.

DUTIES : Coordinate the provision of all personnel administration services on PERSAL for SMS and MMS members. Support implementation of appointments of PERSAL for SMS and MMS members. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity for SMS and MMS members. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration for SMS and MMS members. Provide support on directorates regarding leave management and update leave register on PERSAL and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file for SMS and MMS members. Approve/ Disapprove conditions of service transactions on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advise GDF on debt not captured on PERSAL. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Co Ordinate reporting lines as well as appointment of SMS and MMS members on ESS Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES : Ms Jabulile Mchunu Tel No: (011) 843 6609

POST 21/181 : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: REFS/022830 (X2 POSTS)**
Directorate: HRTS

SALARY CENTRE : R325 101 per annum
: Head Office, Johannesburg

<u>REQUIREMENTS</u>	:	Grade 12 certificates plus a minimum of 3-5 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver's license
<u>DUTIES</u>	:	Coordinate the provision of all personnel administration services on PERSAL. Support implementation of appointments of PERSAL. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on PERSAL and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advise GDF on debt not captured on PERSAL. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.
<u>ENQUIRIES</u>	:	Mr Raymond Makgopa Tel No: (011) 843 6676
<u>POST 21/182</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL REF NO: REFS/022882</u> Directorate: Asset and Inventory Management Sub-directorate: Asset Control
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Head Office, Johannesburg Grade 12 plus a minimum of 3-5 years' experience in Assets/ Financial /Internal Auditing and Supply Chain Management. Knowledge of Standard Charts of Accounts (SCOA), IFRS and the PFMA. In-depth knowledge of the applicable policies and systems, working of the relevant Acts prescripts, regulation, and procedure pertaining to general administration such as finance, asset management, Treasury Regulations, GRAP/GAAP. Knowledge of Supply Chain Management (creating Requisition - RLS01 and Payment-RLS02). Knowledge of an Asset Register in a Government Department, requirements for Asset Register, Asset-life Cycle. Knowledge on BAS System and SAP System. Sound Knowledge on the useful life of major assets and ensure that policies and procedures related to movable assets are adhered to by regular communication with asset stakeholders, managers, and heads. Must have communication skill Verbal and Written, Numerical skills, Analytical skills, Time Management skills, Critical thinking skills and Good interpersonal Skills. Ability to interpret relevant directives of SCM which embodies Movable Asset Management. A valid Drivers' License is essential.
<u>DUTIES</u>	:	Complete and Accurate Asset Register i.e. Asset acquisition register maintenance and verification. Identify, investigate, and report discrepancies found during stocktaking done. Assess asset status, needs and risks. Conduct Quarterly inventory count and stock count. Deal with all aspects of stock taking for all GDE Movable Assets and other stores. Ensure the maintenance of the inventory. Deal with the disposal of the redundant and obsolete movable

		assets. Execution of asset control inspections. Implement GDE Movable Asset Management Policies and Procedure Manuals. Provide advice to stakeholders on related matters. Provide clerical support services for the sub-directorate. Maintain the effective flow of information and documents internally and externally. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of progress reports and monthly reports. Respond to inquiries received from internal and external stakeholders. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Mathopi Khanye Tel No: (011) 355 1090
<u>POST 21/183</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND SYSTEM REF NO: REFS/022842 (X2 POSTS)</u> Directorate: HRTS
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3 years' relevant experience in establishment administration. Knowledge of PERSAL, Knowledge of CORE, Establishment Control, Public Service Regulations, Collective Agreements, Basic Condition of Employment Act and all relevant legislative framework that governs all HR related policies and Procedures within Human Resource in the Public Sector. Good Interpersonal skills and communications skills (Verbal and Written). Administrative, Analytical and organizational skills, Project Management skills, Conflict management, Supervisory Skills and computer literacy. Ability to work under pressure and long hours during audit process. A valid driver's license is essential.
<u>DUTIES</u>	:	To effectively implement and administer organization and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanisms to ensure efficient and effective implementation of post establishment. Generate and analyses reports with regards to special THRS projects and other establishment administration related functions. Ensure the implementation of all departmental Transversal HR Policies, strategies and procedures to ensure adherence by Departmental Personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, approve post establishment transactions, provide training, manage leave and assess the performance of subordinates.
<u>ENQUIRIES</u>	:	Ms Grace Majola Tel No: (011) 355 6823
<u>POST 21/184</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES (X7 POSTS)</u> Sub- directorate: THRS
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gauteng East District Ref No: REFS/022845 Ekurhuleni North District Ref No: REFS/022851 Johannesburg West District Ref No: REFS/022855 Johannesburg East District Ref No: REFS/022861 Johannesburg North District Ref No: REFS/022866 Johannesburg South District Ref No: REFS/022872 Johannesburg Central District Ref No: REFS/022874
<u>REQUIREMENTS</u>	:	Grade 12 certificates plus a minimum of 3-5 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Coordinate the provision of all personnel administration services on PERSAL. Support implementation of appointments of PERSAL. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration.

Provide support on directorates regarding leave management and update leave register on PERSAL and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on PERSAL. Support the implementation of termination transactions on PERSAL and ensure current and update records on PERSAL. Advise GDF on debt not captured on PERSAL. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES

: Ms Mpho Leotlela Tel No: (011) 736 0717 (GE District)
 Ms Emily Mochela Tel No: (011) 746 8190 (EN District)
 Mr Lizwe Jafta at 064 929 9493 (JW District)
 Ms Elizabeth Moloko Tel No: (011)666 9109 (JE District)
 Ms Nelisiwe Mashazi Tel No: (011) 694 9321 (JN District)
 Ms Lola Malimagovha Tel No: (011) 247 5947 (JS District)
 Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)

POST 21/185

: **CHIEF PROVISIONING ADMIN CLERK REF NO: REFS/022878**
 Sub Directorate: Finance & Administration
 Unit: Provisioning and Administration

SALARY CENTRE REQUIREMENTS

: R325 101 per annum
 : Tshwane West District
 : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license is essential.

DUTIES

: Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by Non-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of non-section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES

: Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District)

<u>POST 21/186</u>	:	<u>CHIEF REGISTRY CLERK (X2 POSTS)</u> Sub Directorate: Finance & Administration Unit: Office Service Pool
<u>SALARY CENTRE</u>	:	R325 101 per annum Tshwane West District Ref No: REFS/022858 Johannesburg East District Ref No: REFS/022862
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3 -5 years relevant experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and MS Office software. A valid South African driver's license is an added advantage.
<u>DUTIES</u>	:	Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).
<u>ENQUIRIES</u>	:	Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE District)
<u>POST 21/187</u>	:	<u>SENIOR LIBRARIAN (X2 POSTS)</u> Sub-directorate: Curriculum Management and Delivery Section: LTSM
<u>SALARY CENTRE</u>	:	R325 101 per annum Tshwane West District Ref No: REFS/022865 Gauteng West District Ref No: REFS/022869
<u>REQUIREMENTS</u>	:	A Bachelor's degree or National Diploma in Library and Information Science and 2 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computer skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day.
<u>ENQUIRIES</u>	:	Ms Priscilla Ravele Tel No: (012) 725 1451 (TW District) Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District)
<u>POST 21/188</u>	:	<u>CHIEF ADMIN CLERK (X2 POSTS)</u> Sub-Directorate: Transversal Human Resources Services
<u>SALARY CENTRE</u>	:	R325 101 per annum Johannesburg West District Ref No: REFS/022868 Tshwane North District Ref No: REFS/022871
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public

		Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. 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 (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Mr Lizwe Jafta at (064) 929 9493 (JW District) Ms Aluciah Malegopo Tel No: (012) 543 4313 (TN District)
<u>POST 21/189</u>	:	<u>CHIEF REGISTRY CLERK REF NO: REFS /022873</u> Sub-Directorate: Transversal Human Resources Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Johannesburg South District
<u>REQUIREMENTS</u>	:	Grade 12 with a minimum of 3-5 years relevant registry support experience in a Human Resource Registry. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver's license is an added advantage.
<u>DUTIES</u>	:	Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Supervise and provide registry counter services. Handle incoming and outgoing correspondence. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).
<u>ENQUIRIES</u>	:	Ms Lola Malimagovha Tel No: (011) 247 6947
<u>POST 21/190</u>	:	<u>HR PRACTITIONER: HUMAN RESOURCE POLICY AND PLANNING REF NO: REFS/022870</u> Directorate: Organisational Development
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Human Resource Development or Personnel Management or Public Management majoring in HR / Industrial Psychology plus a minimum of 1 year experience relevant experience in Human Policy and Planning environment. Good computer literacy (MS Word, MS Excel and MS PowerPoint), planning, problem solving, verbal and written skills. Driver licence is essential,
<u>DUTIES</u>	:	Assist in the development of human resource plan and reporting. Collect and quality assure information for the preparation of MTEF HR Plan and Reporting.

		Conduct Research on labour market trends and assist on the information analysis in preparation of the HR Plan and reporting. Populate information on the DPSA prescribed MTEF HR Planning template. Prepare graphs for MTEF HR Plan, Annual HR Plan Implementation Report. Circulate the prescribed DPSA assessment tool to panel members and relevant HR components for completion. Consolidate information populated by panel members on the prescribed DPSA template. Provide support in the development of HR Policies and ensure alignment with legislative frameworks thereof. Provide advice on HR policy and legislation matters to the relevant stakeholders. Provide support on the development of HR Delegations of Authority and align with relevant legislation. Provide information for monitoring and analyses of HR performance against HR standards, HR strategies and objectives. Ensure effective and efficient management of administrative duties within the component.
<u>ENQUIRIES</u>	:	Ms. Mpheng Mosala Tel No: (011) 843 6678
<u>POST 21/191</u>	:	<u>CHIEF ADMINISTRATION CLERK: PROPERTY MANAGEMENT REF NO: REFS/022867 (X2 POSTS)</u> Directorate: Infrastructure Planning and Property Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus 3-5 years' experience in property environment. A Bachelor/B-Tech/National Diploma in Real Estate/Town and Regional Planning/GIS will serve as an added advantage. An understanding of PFMA/Treasury Regulations; Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998; Government Immovable Asset Management Act 19 of 2007; Occupational Health and Safety Act 85 of 1993 and the South African Schools Act 84 of 1996. Advanced computer skills that include ability to use Excel and the Chief Surveyor General national cadastral survey management system as well as various municipalities' GIS systems. Good communication skills. Self-motivated and goal orientated. Ability to work under pressure and in a team. A valid Driver's license.
<u>DUTIES</u>	:	Keep and update the Immovable Asset Register (IAR) of the GDE. Generate property reports that may assist in rollout of Rehabilitation, Maintenance and Refurbishment projects. Prepare requests for permission to occupy and build (PTOB) to municipalities or developers. Assist in acquisition of properties and lease management. Prepare mandates to the Gauteng Department of Infrastructure Development (GDID) to assist with acquisition, rezoning, consolidation, subdivision of sites and so forth. Assist districts with identification of sites for schools including their support in rollout of mobile, self-build, and satellite schools. Provide property information as may be required in Strategic Briefs, Business Cases or Project list like erf/portion numbers, their sizes, zoning or ownership. Verify and confirm GDE properties using various spatial information systems like Chief Surveyor General (C-SG) national cadastral survey management system, Google Earth, Windeed, municipalities GIS, lapsis, 1map, etc. Contribute to a credible Infrastructure Asset Management Plan (I-AMP) from property management point of view by providing information relating to ELISOZ (erf, location, size, ownership and zoning) of properties as drawn from the IAR. Assist in managing office buildings, ensuring compliance with regulations. Assist in processing invoices, ensuring timely payments and liaise with landlords and finance directorate. Assist the sub-directorate in dealing with illegal occupation of GDE properties. Perform general property management duties. Perform any other administrative duties that might be assigned.
<u>ENQUIRIES</u>	:	Mr Neo Moatshe Tel No: (011) 843 6809
<u>POST 21/192</u>	:	<u>CHIEF ADMIN CLERK REF NO: REFS/022810 (X3 POSTS)</u> Directorate Examinations Management Sub-directorate: Marking Process Unit
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 with minimum of 3-5 years relevant experience. An understanding Knowledge of Public Service Act, Batho Pele Principles, BAS, LOGIC and Public Service Regulations. Good communication skills (verbal and written); Computer literacy (MS Word, Power Point and Excel); Ability to attend to detail and ensure the correctness of information; Ability to work under pressure;

		Ability to work independently and meet deadlines. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide administrative support to the Directorate within the marking processes unit. Ensuring effective liaison and communication with internal and external stakeholders. Assisting with the budget and procurement for the sub-directorate. Collect, control, capture and mop up all marking claim forms. Undertake ad hoc assignments that may be assigned. Provide manual and digital archival of examinations materials, including appointment of marking personnel. Provide support regarding training, procurement and financial administration. Supervise staff. Assist manager in compiling weekly and monthly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions. Liaise with service providers regarding examination related matters / material.
<u>ENQUIRIES</u>	:	Mr Harry Culling Tel No: (010) 601 8082
<u>POST 21/193</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: REFS/022815</u> Directorate: Performance Management and Development
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized National Diploma / Degree in Environmental Health or Safety Management. 1-2 years' experience in the Occupational Health and Safety field. The candidate must have extensive knowledge of Occupational Health & Safety Act 85 of 1993, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 of 1993, Disaster Management Act 57 of 2002, and the EHW strategic Framework. The candidate must have excellent communication and problem-solving skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate, monitor, advice and render health and safety administration. Monitor OHS compliance. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor and support districts compliance with OHS requirements. Coordinate OHS trainings and awareness programme within the department. Monitor the functionality of the OHS Committee. Ensure compliance of emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with facilities management to conduct building inspections. Attend to IOD matters and develop incident register. Facilitate and coordinate the development of occupational health and safety policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Ms. Motshedisi Ramohloki Tel No (011) 843 6656
<u>POST 21/194</u>	:	<u>CHIEF ACCOUNTING CLERK (X3 POSTS)</u> Sub-Directorate: Financial and Administration Unit: Finance and Procurement
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gauteng North District Ref No: REFS/022853 Johannesburg Central District Ref No: REFS/ 022848 Johannesburg East District Ref No: REFS/022849
<u>REQUIREMENTS</u>	:	Grade 12 with Accounting as a passed subject and minimum of 3-5 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.
<u>DUTIES</u>	:	Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation

		of payrolls against PERSAL. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. Supervise Staff. Check and authorize the work of subordinates. Provide weekly, monthly and quarterly reports. Give written feedback on queries – internal and external. Attend office meetings. To Circuit Managers and Sub Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.
<u>ENQUIRIES</u>	:	Ms. Mathodi Moloto Tel No: (012) 846 3641 (GN District) Ms. Elizabeth Moloko Tel No: (011) 666 9109 (JE District) Ms. Linda Mabutho Tel No: (011) 983 2231 (JC District)
<u>POST 21/195</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK (X2 POSTS)</u> Sub-directorate: Finance and Administration Unit: Provisioning and Administration for Institution
<u>SALARY CENTRE</u>	:	R325 101 per annum Tshwane South District Ref No: REFS/022860 Sedibeng West District Ref No: REFS/022864
<u>REQUIREMENTS</u>	:	Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.
<u>ENQUIRIES</u>	:	Mr. Thabiso Mphosi Tel No: (012) 401 6434 Ms. Bertha Mlotshwa Tel No: (016) 594 9207
<u>POST 21/196</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: GOODS RECEIVED REF NO: REFS/022817</u> Directorate: Financial Accounting
<u>SALARY CENTRE</u>	:	R325 101 per annum Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years relevant clerical support experience. Knowledge of SAP, SRM, IMS, BAS, PFMA, Treasury Regulations, Reference Guide to any Relevant financial and legislative frameworks applicable in public sector will be added as an advantage. Knowledge of Provisioning procedures and other legislative frameworks applicable to the public finances. Leadership, conflict resolution and communication skill (written and verbal). Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point and ability to work under pressure. A valid driver's license is essential.

<u>DUTIES</u>	:	Clearing of IMS Web-cycle report daily, Capturing supplier invoices/ Goods Received Voucher into SRM/SAP accurately and within stipulated time to enable the department to meet its commitment to pay service providers within 30 days, Ensure that Complete and accurate invoices are submitted and evaluated for payment purpose on daily basis, Follow up returned/problems RLS02 and invoices with the end-user, Make sure that all automated purchase orders generate payments, Follow up Grvs and invoices till payment, Monthly reconciliation of identified account/Creditors, Clearing of payment Exceptions timeously, Clearing of EBT Rejections, Retrieve and submit audit documents within stipulated period of time.
<u>ENQUIRIES</u>	:	Mr. Organ Masala Tel No: (011) 355 1016
<u>POST 21/197</u>	:	<u>CHIEF ADMIN CLERK (X2 POSTS)</u> Sub- Directorate: Circuit Management and Support
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Sedibeng West District Ref No: REFS/022833 Johannesburg Central District Ref No: REFS/022836
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. 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 (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Ms. Bertha Mlotshwa Tel No: (016) 594 9207 (SW District) Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)
<u>POST 21/198</u>	:	<u>CHIEF ADMIN CLERK REF NO: REFS/ 022822</u> Sub-Directorate: Information Systems & Strategic Planning
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Johannesburg South District
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. 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 (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Ms. Lola Malimagovha Tel No: (011) 247 5947
<u>POST 21/199</u>	:	<u>CHIEF ADMIN CLERK REF NO: REFS/022809</u> Chief Directorate: Examination and Assessment Sub-Directorate: Examination Financial Administration and Support Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Exposure to or previous working experience in the examinations and assessment environment will be an added advantage. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license is essential.
<u>DUTIES</u>	:	Maintain oversight of administrative and operational functions within the Project Management Office (PMO) to ensure alignment with departmental procedures and timelines. Coordinate the preparation, formatting, and submission of project documentation, meeting packs, reports, and activity calendars. Oversee logistical arrangements for meetings, events, and official engagements, including stakeholder coordination and support for internal and external enquiries. Support planning and reporting processes by consolidating inputs from directorates and districts, monitoring key deliverables, and updating performance tracking tools. Draft, quality-assure, and distribute meeting documentation, including agendas, minutes, action plans, and follow-up correspondence for governance structures and working groups. Manage office and records systems in compliance with departmental policies, ensuring accessibility, audit readiness, and effective document control. Track and compile risk and compliance data related to the examination business cycle and maintain up-to-date registers and supporting documentation. Supervise clerical and administrative personnel, allocate tasks, and monitor the quality and timeliness of work outputs. Arrange travel and accommodation logistics, manage petty cash and telephone accounts, and verify financial claims for submission. Conduct performance reviews and support staff development to maintain an efficient and accountable working environment.
<u>ENQUIRIES</u>	:	Ms. Jermina Morailane Tel No: (010) 601 8038
<u>POST 21/200</u>	:	<u>CHIEF ADMIN CLERK (X3 POSTS)</u> Sub Directorate: Finance & Administration
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Sedibeng West District Ref No: REFS/022824 Tshwane North District Ref No: REFS/022826 Gauteng West District Ref No: REFS/022828
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic

letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. 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 (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Ms. Bertha Mlotshwa Tel No: (016) 594 9207 (SW District)
Ms Aluciah Malegopo Tel No: (012) 543 4313 (TN District)
Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW District)

POST 21/201 : **CHIEF ADMIN CLERK (X5 POSTS)**
Sub-Directorate: Finance & Administration
Section: Provisioning & Administration for Institutions

SALARY CENTRE : R325 101 per annum
Ekurhuleni South District Ref No: REFS/022847
Sedibeng West District Ref No: REFS/022852
Johannesburg West District Ref No: REFS/022856
Johannesburg East District Ref No: REFS/022859
Gauteng West District Ref No: REFS/022863

REQUIREMENTS : Grade 12 plus a minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver's license will be added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Mr. Sipho Zonele Tel No: (011) 389 6062 (ES District)
Ms. Bertha Mlotshwa Tel No: (016) 594 9207 (SW District)
Mr. Jafta Lizwe at 062 929 9493 (JW District)
Ms. Elizabeth Moloko Tel No: (011) 011 666 9109 (JE District)
Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District)

<u>POST 21/202</u>	:	<u>CHIEF ADMIN CLERK: COLLECTIVE BARGAINING REF NO: REFS/022811</u> Directorate: Collective Bargaining
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' experience in a Clerical Support. Knowledge of Public Service Act and Regulations, Batho Pele principles. Knowledge of BAS, LOGIC. Good Verbal and written communication, Planning and organisation and Computer Literacy.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Handle telephone accounts and petty cash for the component. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Ms Ayanda Ngobeni at 071 474 6462
<u>POST 21/203</u>	:	<u>CHIEF REGISTRY CLERK REF NO: REFS/022814 (X2 POSTS)</u> Directorate: Auxiliary Services and Fleet Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years relevant experience in Registry. Knowledge of Public Service Act, Registry procedures and practices, filling of documents, Planning and organizing skill, electronic filing system and Computer literacy, good Interpersonal and Communication skills.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Attend to clients. Ensure that received mail/files are registered. Handle incoming and outgoing correspondence. Supervise the reception and receive all mail. Render an effective filing and record management service. Open and close files according to record classification system. Supervise the processing and process documents for archiving and disposal. Develop and maintain a database of clients/service providers. Supervise human resources/ staff. Allocate and ensure quality of work. Assess staff performance.
<u>ENQUIRIES</u>	:	Mr Salani Sadiki Tel No: (011) 355 0761
<u>POST 21/204</u>	:	<u>CHIEF ACCOUNTING CLERK: PAYMENT PROCESSING REF NO: REFS/022816</u> Directorate: Financial Accounting Sub- directorate: Payment Processing
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 with Accounting as a passed subject plus a minimum of 3-5 years' relevant experience in a Finance Environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS, SAP and IMS. Public procurement procedures and financial related policies. Computer literacy, Time Management, Good verbal and written communication skills Planning and organization and Good inter-personal relations. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Processing of supplier payments in accordance with regulatory framework and internal processes. Validate completeness, accuracy and eligibility of invoices submitted for payments before processing. Quality assures the correctness of invoices routed to the system. Compile the payment runs and submit to Provincial Treasury on a weekly basis. Financial reporting. Compile Accruals report. Respond to Audit queries, Supplier queries and stakeholders' queries. Check on the system if there's any delays from finance side and find out from

		the end-user reason for non-payment. Assist in getting the invoices paid by preparing all the administration required. Perform an investigation on the system to check for duplicate payments and start the debt take-on process for any identified duplicate payments. Follow up on unprocessed transactions older than 8 Hours. Monitor performance of staff and identify any poor performance to address it effectively for improving team performance. Guide, train and advice staff on all financial administration processes to enhance the correct implementation of policies and practices. Compile and submit the work plan, performance developments plan, Job description and performance agreements of staff. Ensure proper utilization and safeguarding of assets.
<u>ENQUIRIES</u>	:	Ms. Nonna Swanepoel Tel No: (011) 355 1102
<u>POST 21/205</u>	:	<u>CHIEF ADMIN CLERK: EXAMINATION INSTRUMENT DEVELOPMENT AND RESOURCE BANK REF NO: REFS/022819</u> Directorate: Examination Management Section: Quality Control
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Head Office, Johannesburg Grade 12 plus a minimum of 3 years typing and administration experience. An advanced computer course will be an added advantage. Knowledge of examination procedures and guidelines, Government gazette no 31337, Security protocol. Advanced Computer literate (Ms word and Communication skills, Advanced Computer typing skills (typing speed of 45 words per minute), Organising skills, Creative Thinking (Manipulate pictures, diagrams, maps, large print) and Good Interpersonal Relations.
<u>DUTIES</u>	:	Format and type examination material. Accurately type, format, and proofread examination materials such as question papers, answer sheets, and marking guidelines, etc. Correlates the English version of Examination material with the Afrikaans version. Update, classify and maintain the examination material. Maintain digital and physical records of examination materials. Collaborate with examination panels and maintain confidentiality. Support examination teams in creating, updating, and revising examination materials as required. Provide general administrative support.
<u>ENQUIRIES NOTE</u>	:	Mr Sivan Tandree at 083 241 5226 Candidates will be subjected to a skills test.
<u>POST 21/206</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK (X2 POSTS)</u> Sub Directorate: Finance & Administration Unit: Provisioning and Administration for Institutions
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Gauteng East District Ref No: REFS/022827 Ekurhuleni North District Ref No: REFS/022829 Grade 12 plus a minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of non-section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for

		school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.
<u>ENQUIRIES</u>	:	Ms. Mpho Leotlela Tel No: (011) 736 0717 (GE District) Ms. Emily Mochela Tel No: (011) 746 8190 (EN District)
<u>POST 21/207</u>	:	<u>CHIEF ADMIN CLERK: AUXILIARY SERVICES (X4 POSTS)</u> Sub Directorate: Finance & Administration Unit: Office Service Pool
<u>SALARY CENTRE</u>	:	R325 101 per annum Johannesburg West District Ref No: REFS/022832 Gauteng East District Ref No: REFS/022837 Sedibeng West District Ref No: REFS/022839 Johannesburg Central District Ref No: REFS/022840
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. 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 (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Mr Lizwe Jafta 064 929 9493 (JW District) Ms Mpho Leotlela Tel No: (011) 736 0717 (GE District) Ms Bertha Mlotshwa Tel No: (016) 594 9207 (SW District) Mr Linda Mabutho Tel No: (011) 983 2231 (JC District)
<u>POST 21/208</u>	:	<u>CHIEF ADMIN CLERK REF NO: REFS/022834</u> Sub Directorate: Finance & Administration Unit: Office Service Pool
<u>SALARY CENTRE</u>	:	R325 101 per annum Johannesburg West District
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as

required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. 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 (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Mr Lizwe Jafta at 064 929 9493

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

CLOSING DATE : 04 July 2025 at 23:59 pm

NOTE : All attachments for online application via email must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot/Screenshot) 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 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 (new Z83 and CV) will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. Some shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. If you have not been contacted within three (03) months after the closing date of this advertisement, based on the unfolding recruitment and selection processes, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate

will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

OTHER POSTS

<u>POST 21/209</u>	:	<u>CHIEF ENGINEER: MECHANICAL REF NO: SACR/02/2025/06</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R1 266 450 – R2 388 657 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head office)
	:	The successful candidate should have a Grade 12 Certificate plus a Degree in Mechanical Engineering (NQF7) (B Eng / BSC (Eng)) or relevant qualification as recognized by SAQA. Must be registered as a Professional Engineer with ECSA. A Valid driver's license. Computer literacy. Appropriate experience after qualification has been obtained. Six (06) years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. All Best Practices Guides issued by the Construction Industry Development Board. Council for Built Environment Act of 2000. PFMA/ DoRA/ Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/ Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.
<u>DUTIES</u>	:	Determine engineering functional and technical norms and standards in line with nationality prescribed norms and standards. Apply engineering norms and standards in terms of all projects. Validate that infrastructure projects implemented by Implementing Agents comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Develop policies, procedures and criteria for infrastructure projects from an engineering perspective. prepare commissioning plans from an engineering perspective. Undertake extensive analyses from an engineering perspective to inform strategies related to the architectural services to directly support and realize the goals of the Department. Develop Project Initiation Reports, Strategic Briefs, Concept and Viability Reports or sign off in the case of outsourced services. Provide engineering inputs to all AS Built Plans. Provide engineering input for the End of Year Evaluation and preparation of the End of Year Report. Provide engineering input with the User Asset Management Plan. Make technical input on the finalization of the project list. Assist with Technical Condition Assessments from an engineering perspective. Develop Business Cases for projects. Determine document management system requirements from an engineering perspective. Provide engineering inputs to prepare the Infrastructure Programme management Plan. Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementation Agent (IA). Review and sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementation Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications. Recommend authorization of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports and designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework (IDMS). Manage the updating of project/ programme documentation and information and submit all built environment documentation and financial documentation to the Assistant Director: Finance. Manage the interface between the end-user/

community structures and Implementing Agent. Prepare and submit progress reports (Financial and non-financial indicators). Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budget on completion of projects. Collect and update systems (if applicable) in terms of Technical Condition Assessments. Orientate users in terms of optimal usage of Facilities. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project Occupancy Evaluation exercises. Determine functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Provide credible information for the updating of the project management system and the Infrastructure Reporting Model. Study professional journals and publications to stay abreast of new developments. Monitor and study the sector, legal frameworks, standard changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/ or required. Interact with relevant Professional Bodies/ Councils. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Plan and allocate work. Develop and implement processes to promote control of work. Implement quality control of work delivered by employees.

**ENQUIRIES
APPLICATIONS**

: Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
: to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/210

: **CHIEF ENGINEER: STRUCTURAL/CIVIL REF NO: SACR/02/2025/07**
: Directorate: Infrastructure Development

SALARY

: R1 266 450 – R2 388 657 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

**CENTRE
REQUIREMENTS**

: Johannesburg (Head office)
: The successful candidate should have a Grade 12 Certificate plus a Degree in Structural/Civil Engineering (NQF7), B Eng/BSC(Eng) or relevant qualification. Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. A Valid Driver's License. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgement. Research and Development. Creating a high-performance culture. Knowledge: Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development

DUTIES

Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

: Provide support to prepare Project Business Cases, prepare the IFIP, allocate projects and finalize procurement schedules. Develop and enforce standards designs (where applicable and in line with Educational designs) verify all building plans. Manage procurement for construction projects in close collaboration with departmental SCM. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage implementation of condition assessments. Perform Final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the sports, arts, culture and recreation sectors. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technologies. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedures. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering-related matters. Undertake planning for future human resource needs. Maintain discipline. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES APPLICATIONS

: Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
: to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/211

: **CHIEF ENGINEER: ELECTRICAL REF NO: SACR/02/2025/08**
Directorate: Infrastructure Development

SALARY

: R1 266 450 – R2 388 657 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

CENTRE REQUIREMENTS

: Johannesburg (Head office)
: The successful candidate should have a Grade 12 Certificate plus a Degree in Electrical Engineering. (NQF 7), B Eng/BSC(Eng) or relevant qualification as recognized by SAQA. Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. A Valid Driver's License. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgement. Research and Development.

Creating a high-performance culture. Knowledge: Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

DUTIES

: Provide support to prepare IPMP, prepare the IPIP, allocate projects and finalize procurement schedules. Develop and enforce standards designs and verify all electrical layout plans. Prepare and present progress reports. Manage implementation of electrical condition assessments. Perform Final review and approvals of audits on new electrical engineering designs according to design principles or theory. Research and guide regarding electrical engineering needs of relevant Sports, Arts, Culture and Recreation projects. Monitor current deployed technology. Manage execution of electrical maintenance strategy through the provision of appropriate structures, systems and resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the electrical engineering services. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Sports, Arts, Culture and Recreation Facilities in terms of functionality. Monitor training and related activities. Monitor safety audits. Ensure continuous professional development to keep up with new technologies and procedures. Research on electrical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resource needs. Maintain discipline. Manage performance and development of development employees. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES APPLICATIONS

: Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
: to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/212

: **CHIEF ARCHITECT REF NO: SACR/02/2025/09**
Directorate: Infrastructure Development

SALARY

: R1 099 488 – R2 027 811 per annum, (All inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a B Degree (NQF Level 7) in Architecture or relevant qualification as recognized by SAQA. Certificate Course in infrastructure Delivery Management. Must be registered with SACAP as a professional Architect. 6 years post qualification Architect experience required. A Valid Driver's License. Experience in Project Management. Skills: Financial Management, Presentation, Communication, Computer, Project Management, Leadership, Stakeholder relationship management, Change management, Planning and Organizing, Human Resource Management. Knowledge: Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector Bargaining Councils. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Architectural Profession Act 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977, regulations and Municipal Regulations.
<u>DUTIES</u>	:	Provide support to prepare Infrastructure Delivery Management Standard (IDMS) deliverables. Develop and enforce standards designs for the sports, arts, culture and recreation sectors. Verify all architectural concepts and final plans. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present architectural progress reports. Manage implementation of building condition assessments. Assess the feasibility of proposed projects. Provide technical inputs for the formulation of the procurement strategy and the Infrastructure Programme Implementation Plan (IPMP). Provide input with the updating of the Service Delivery Agreement. Validate that designs are in line with standardized norms and standards. Perform final reviews and approvals or audits on architectural designs according to design principles or theory. Coordinate design efforts and integration across disciplines to promote seamless integration with current technology. Validate buildings plan in line with National and Local Government Building Regulations. Manage the execution of architectural strategy through the provision of appropriate structures, systems, and resources. Set architectural standards, specifications, and service levels. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Prepare technical documentation for Supply Chain Management processes. Serve on the relevant Supply Chain Management Committees to make technical inputs as a member of these Committees (if appointed). Undertake site visits at agreed intervals to monitor performance. Review project progress reports submitted and intervened as a when required. Review cost and scope variations from an architectural perspective. Provide inputs to the setting of standards for documentation from an architectural perspective. Document warehouse. Monitor that As Built Plans are corrected and submitted before final payments are made. Attend meetings with the implementing Agent (IA) and relevant stakeholders to proactively identify problems and jointly agree on solutions as defined in the Provincial Infrastructure Delivery Management Framework (IDMS) from an architectural perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Apply findings research in the work environment. Interact with relevant Professional Bodies/ Councils. Manage training and development of personnel according to agreed training interventions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/213</u>	:	<u>TOWN REGIONAL PLANNER PRODUCTION REF NO: SACR/02/2025/10</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R761 157 – R1 144 008 per annum, (all-inclusive package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head office)
	:	The successful candidate should have a Grade 12 Certificate plus a B Degree (NQF Level 7) in Urban / Town and Regional Planning or relevant qualification. The candidate should have registered with SACPLAN as a Professional Town Planner. A minimum of 3 years' relevant town planning experience post qualification. Knowledge of the Framework of Infrastructure Delivery and Procurement management. FIDPM. A valid drivers' license.
<u>DUTIES</u>	:	Align town planning infrastructure modelling to the Departmental service plan. Prepare inputs to project planning reports from a town planner perspective. Prepare inputs to project execution plan as required as it relates to town planning specific information. Provide inputs to the Infrastructure Programme Management Plan (IPMP) and the Infrastructure Programme Implementation Plan (IPIP) as it relates to town planning related issues within legislative frameworks & norms. Validate the procurement plan as prepared by the Custodian to assess that there is alignment between site acquisition and site readiness. Coordinate site clearance in collaboration with the Custodian. Provide inputs to procurement processes when required. Prepare inputs to Medium, Annual and adjustment budgets from a town planning perspective. Develop a ranking list/criterion starting with the neediest as part of the process to eliminate backlogs aligned to the provincial spatial plan for infrastructure delivery, Provincial Infrastructure Plan and Integrated Development Plan (IDPs) of Municipalities. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for infrastructure planning. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forums, for example the planning divisions to promote alignment between health planning and broader provincial planning. Interact with the Custodian, COGTA and related planning forums in the province to promote seamless and integrated spatial planning. Make town planning inputs to prioritization model(s). Make town planning inputs to the development of commissioning plans. Make town planning inputs to the User Asset Management Plan. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Make inputs into the technical norms and standards in line with nationally prescribed technical norms and standards from a town planning perspective. Make inputs to infrastructure policies from a town planning perspective. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Study professionals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant professional bodies/councils.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/214</u>	:	<u>GISc TECHNICIAN GRADE A REF NO: SACR/02/2025/11</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (all-inclusive package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head office)
	:	The successful candidate should have a Grade 12 Certificate plus a National Diploma/ Degree (NQF Level 6/7) in GISc, Cartography or relevant qualification. Compulsory registration with PLATO as a GISc Technician. 6-year post qualification GISc Technician experience. A valid driver's license. Knowledge: Change Management, Project Management, Conflict

<u>DUTIES</u>	:	Management, Financial Management, People Management. Skills: Planning and organizing, leadership, policy formulation, policy analysis.
	:	To Geo-database implementation. Provide GISc to support institutional decision, plan, coordinate and facilitate GISc projects activities. Undertake the system requirements analysis, conduct the cost benefit analysis. Execute the functional requirement analysis. Manage and supervise Benchmarking, develop the conceptual database design, execute high level user requirement analysis, develop processing model and workflow diagram, develop, implement spatial and other standards, determine capacity requirements, perform monitor and evaluate. Understanding of GIS applications and spatial data, policy making and institutional strategic guidance, identify and understand underlying strategic issues, identify and analyse relevant strategic information, oversee the process of advance spatial analysis and modelling for institutional strategic guidance, develop and evaluate alternative strategic solutions, recommend the best possible policy direction, theory, principles, and practices of GIS. Research, identify, investigate, and evaluate new technologies, advise on research viability and feasibility, undertake environmental scanning to understand the problems in the GISc industry and advise accordingly, develop appropriate plan to respond to the research problem, compile reports and make relevant proposals, participate and liaise with relevant bodies and councils on GISc matters. Knowledge of GIS standards. Project and Financial Management, manage human resource requirements, draft tender documents and terms of reference, draft service level agreements, determine project cost and quality level, develop contingency plans, adhere to financial legislations and regulations, review and monitor budget to ensure that the required financial procedures are adhered to.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/215</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: SACR/02/2025/12</u> Directorate: Legal Services
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum, (all-inclusive package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head office)
	:	The successful candidate should have a Grade 12 Certificate, four (4) year Degree in Law (LLB/ B. Proc) (or as otherwise determined by the minister of Justice and Constitutional Development). At least Eight (8) years appropriate post qualification Legal Services experience (OSD). Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of evidence. Constitutional law. Constitution of the Republic of South Africa. Unemployment Insurance Contribution Act (UICA). Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Litigation Procedures. Skills: Communication. Listening. Computer Literacy. Time management. Report writing. Planning and organizing. Liaison. Diplomacy. Policy Development. Report writing. Networking. Interviewing. Financial management. Project Management. Strategic Planning. Negotiation.
<u>DUTIES</u>	:	Provide necessary and professional legal advice and support in the Fund. Provide legal strategies direction to obtain maximum impact on the Fund's service delivery. Draft, review and amend legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding documents for the Fund. Facilitate the promotion of an effective relationship and with all stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/216</u>	:	<u>DEPUTY DIRECTOR: CREATIVE ARTS REF NO: SACR/02/2025/13</u> Directorate: Creative Arts
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	South Corridor Region: A, B & C

<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Art Management / Creative Arts / Fine Arts / Arts Craft and design / Arts and Culture Development Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.
<u>DUTIES</u>	:	Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major cultural events in the province; Cultivate, facilitate and promote a conducive environment which allow Gauteng to excel in creative arts; Manage the promotion of social cohesion, nation building and national identity in the province.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye Tel No: (011) 355 2720
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecSouth@gauteng.gov.za
<u>POST 21/217</u>	:	<u>DEPUTY DIRECTOR: SPORT AND RECREATION (X4 POSTS)</u> Directorate: Sport and Recreation
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	South Corridor, Region A, B & C Ref No: SACR/02/2025/14 West Corridor, Region A & B Ref No: SACR/02/2025/15 North Corridor, Region A, E & F Ref No: SACR/02/2025/16 Central Corridor Region A & E Ref No: SACR/02/2025/17
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport Management/ Sport Science/ Sport and Recreation/ Sports Development / Health Science in Sport or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position within the Sport and Recreation environment. A valid driver's license. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management.
<u>DUTIES</u>	:	Develop, review and implement policies; Manage, planning, development, coordination of Sport and Recreation programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grant-in-Aids; Monitor the promotion of sport and recreation at the corridors; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, deliverology and APP targets. Coordinate budget control and management of expenditure. Management and development of personnel. Coordinate intergovernmental projects, stakeholder management. Coordinate research and impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor)
<u>APPLICATIONS</u>	:	South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za

<u>POST 21/218</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: SACR/02/2025/18</u> Directorate: Office of the Head of Department
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a plus a 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Business Administration/Public Administration/Social Science / Office Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Skills: decision making. analytical skills. Negotiation. financial management, planning and direction, people management, problem solving, good verbal and written communication, computer literacy, stakeholder and partnership management. Report writing, Knowledge: Public Service regulations.
<u>DUTIES</u>	:	The scope of this position will include but not be limited to providing efficient and cost-effective administration, communications, and logistic services to the Head of Department. Oversee and coordinate the administrative staff and provide overall administrative support to the Head of Department. Coordinate and facilitate efficient and effective secretarial service to internal meetings of the Head of Department. Monitor, track, and coordinate decisions taken at meetings. Maintain effective database systems for minutes and resolutions. Develop systems and procedures to ensure effective and efficient management of the flow of documents to and from the Office of the Head of Department. Manage the budget, procurement of goods and services, and inventory of the Office of the Head of Department. Compile submissions, memoranda, reports, and letters. Manage the staff and administration function in the Executive Support and Administration Services Directorate to ensure the efficient attainment of objectives. Manage and maintain a system of protection of information within the office of the Head of Department (HOD). Liaise with internal and external stakeholders. Coordinate and consolidate Executive Council (EXCO) reports. Manage the coordination and consolidate the responses to legislative reports to ensure compliance with external bodies. Develop and maintain a system that will ensure efficient and effective operations in the office of the HOD.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/219</u>	:	<u>DEPUTY DIRECTOR: SOCIAL COHESION REF NO: SACR/02/2025/19</u> Directorate: Intergovernmental Relations
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma at (NQF level 6/7) in Public Relation, Public Administration or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Knowledge: DPSA Legislation and Procedures, HR prescripts including delegations, SACR mandate, vision, mission and values and SACR governance and functions. Skills: Interpersonal, Relationship management, Technical Analytic skills, Technical Analytic skills and Management of projects.
<u>DUTIES</u>	:	Manage coaching, discipline and mentoring of staff to improve performance. Provide input in drafting of budget in the section. Control and monitor the sub-directorate budget and expenditure. Coordinate the compilation of various reports and statistics for the unit. Management of performance and development of staff and ensure assessment of their performance. Undertake Human Resource and other related administrative functions. Develop implement and maintain processes to ensure proper control of work. Procurement and asset management for the sub directorate. Manage leave of sub-directorate. Plan and allocate work. Organize public events and related advocacy activities in line with the overall advocacy strategy. Establish and maintain good working relationships with key provincial and local government departments, municipal managers and word councilors to secure buy-in and ownership of the project. Liaise with stakeholders and secure sponsorship of the social cohesion projects. Organize public events and related advocacy activities in line with the overall advocacy strategy. Establish and maintain good

		working relationships with key provincial and local government departments, municipal managers and ward councilors to secure buy-in and ownership of the project. Liaise with stakeholders and secure sponsorship of the social cohesion projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/220</u>	:	<u>DEPUTY DIRECTOR: ACADEMIES REF NO: SACR/02/2025/20</u>
		Directorate: Sport Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6 / 7) in Sport Management / Sport Science / Sport Administration or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid Driver's license. Knowledge: Change Management, Project Management, Conflict Management, Financial Management, People Management skills: Planning, organizing, Leadership, Policy formulation and Policy analysis.
<u>DUTIES</u>	:	Review and understand the Departmental vision and Mission. In conjunction with stakeholders Determine strategic goals, objectives (HR strategic plan). Conduct SWOT analysis. Develop strategic measures, performance targets, and appropriate timeframes. Determine operational goals and objectives. Develop operational measures, performance targets, and appropriate timeframes. Develop business proposition and plan as well as well as a service level agreement. Develop communication and implementation plans. Measure performance on continuous basis and develop and implement corrective actions. Identify strategic partners. Manage business relationship through regular performance assessments of services delivered (based on SLA), and development of corrective actions where performance gaps exist. Provide strategic direction, approval of transactions/activities and guidance to the unit team responsible for operationalising policy and procedure development, administration, project management, information utilisation, communication.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/221</u>	:	<u>DEPUTY DIRECTOR: PROCUREMENT REF NO: SACR/02/2025/21</u>
		Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Supply Chain/Purchases/Logistics/Procurement Management/Commerce or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Knowledge: in Project Management, People Management, Financial Management and Conflict Management. Procedures, Processes, Compliance Management, Customer Relationship Management, Risk Management and Fund Governance, Budgeting and Financial Management, Customer Service (Batho Pele Principles), Technical Knowledge, Public Service Act, Public Finance Management Act, National Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Skills: Required Technical Proficiency, Business Writing, Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Problem solving and decision making, Team Leadership, Planning and organizing, Leadership, Negotiation and Influencing.
<u>DUTIES</u>	:	Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implementation and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for

		the sub directorate. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/222</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: SACR/02/2025/22</u>
		Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Financial Management/ Financial Accounting/ accounting / Supply Chain Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position in financial / asset environment. A valid driver's license. Knowledge: Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. Skills: Communication both verbal and written, Analytical, Report-writing, Research, Computer literacy (MS Teams), Planning and organization.
<u>DUTIES</u>	:	Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department. Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implementation and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/223</u>	:	<u>DEPUTY DIRECTOR: INDIGENOUS KNOWLEDGE SYSTEMS REF NO: SACR/02/2025/23</u>
		Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Arts, Culture or Humanities relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position in Heritage, Arts and Culture administration experience. A valid driver's license. Knowledge: Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. Skills: Communication both verbal and written, Analytical, Report-writing, Research, Computer literacy (MS Teams), Planning and Organization.
<u>DUTIES</u>	:	Facilitating the implementation of projects and objectives of the sub-directorate. Initiate programmes with external stakeholders/entities in promoting Indigenous Knowledge Systems. Plan and attend sub-directorate meetings. Develop concept documents, theme and submit them for approval and implementation. Respond to parliamentary questions and other public queries. Develop a database and analysis of the data collected. Develop Service Level Agreement for service providers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/224</u>	:	<u>DEPUTY DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: SACR/02/2025/24</u>
		Directorate: Transformation Programmes
<u>SALARY CENTRE</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
	:	Johannesburg (Head Office)

<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Gender and Sexuality Studies/Public Administration/Public Management/Social/Human Science as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position. A valid driver's license. Knowledge: Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. Skills: Communication both verbal and written, Analytical, Report-writing, Research, Computer literacy (MS Teams), Planning and organization.
<u>DUTIES</u>	:	Review and understand transformation vision and mission. In conjunction with stakeholders: Assist to develop transformational policies, programmes and strategies and monitor the implementation thereof. Conduct research, develop internal systems and maintain baseline information on beneficiaries and services offered. Attend and administer forums and engage stakeholders on the promotion and implementation of programmes and projects. Engage tools to monitor, evaluate and report on the attainment of policies, programmes, strategies and set departmental targets. Administer and report on impact assessments and report thereon. Develop communication and implementation plan. Measure performance on a continuous basis and develop and implement corrective actions. Identify strategic partners. Develop business propositions and plan as well as a service level agreement. Manage business relationship through regular performance assessments of transformation services delivered and development of corrective actions where performance gaps exist.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/225</u>	:	<u>ASSISTANT DIRECTOR: MARKETING & EVENTS MANAGEMENT REF NO: SACR/02/2025/25</u> Directorate: Marketing & Events Management
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Communications/ Marketing/Public Relations and Events Management or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years' experience in marketing & events at a supervisory level. A valid driver's license. Skills: Branding Management, Branding Principles, Communication, Computer Literacy, Analytical, Interpersonal, Report writing, Planning and Organizing, Presentation, Project Management, Analytical and innovative thinking, Attention to detail, Negotiation.
<u>DUTIES</u>	:	Coordinate annual events management strategy. Registering of all departmental events. Develop, present and implement some of the approved concept plans for all departmental events. Coordinate and implement all approved departmental events. Coordinate and implement consolidated departmental events calendar liaising with provider and internal stakeholders on branding requirements for each event. Ensure effective financial management for departmental events Develop Branding and promote corporate identify. Conduct and facilitate effective marketing campaigns. Ensure that the Department communicate meet required branding. Provide Publication and photojournalism services.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/226</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: SACR/02/2025/26</u> Directorate: Human Capital Management
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Human Resource Management/Human Resources Administration/Human Resource Development or Training or relevant qualification as recognized by SAQA. A minimum of 3-5 years' experience in recruitment and selection at supervisory level. Valid Driver's License. Skills: Planning and Organizing,

	Leadership, problem solving, diversity awareness, communication, analytical, initiative, innovation/ continuous improvement, Negotiation and influencing. Knowledge: Knowledge and understanding of Project management, People management, Financial Management, Conflict Management, GPG policies and procedures, Relevant legislation and public services regulations, understanding of expectations of customers, knowledge of contracts, management information knowledge, project management methodologies. Understanding of Transformation, Modernization and Re-industrializing the service delivery.
<u>DUTIES</u>	: Administer recruitment, selection and appointment of employees. Conduct audits to ascertain future shortages of critical expertise based on resignations, pending retirements, medium-term anticipated retirements and identified areas of scarce skills. Compile a human Resources forecasting and planning report based on audit and including Gap identification and action plan. Assist with the compilation of a recruitment plan. Assist with compilation of a detailed recruitment operational plan. Identify and collate all jobs to be evaluated and facilitate the evaluation of jobs to be advertised. Define and design a systematic recruitment process in line with DPSA legislation. Facilitate training of all staff and management in new recruitment processes and systems. Determine valid selection criteria and apply these consistently. Design and compile competency-based interview questionnaires in consultation with management. Ensure adherence to approved and authorized structures in identifying resource gaps. Assist in monthly, quarterly, annual management reporting on recruitment progress. Provide leadership and guidance to the recruitment team. Draft all recruitment related memorandums (including requests to advertise and create posts additional to the structure amongst others). Liaise directly with organizational development to obtain an update job description. Draft adverts using the updated job descriptions. Place adverts in the newspapers and local internet in line with DPSA regulation. Response handling including shortlisting in line with DPSA regulations. Design and compile interview questions. Arrange, coordinate and facilitate the interview process. Compile and submit interview results for approval to the designated authority. Communicate decisions of interviews to the applicants.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. Itumeleng Maisane Tel No: (011) 355 2697 : to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/227</u>	: <u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: SACR/02/2025/27</u> Directorate: Human Capital Management
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum (Level 09), (plus benefits) : Johannesburg (Head Office) : The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Human Resource Management/Human Resources Administration/Human Resource Development or Training. Introduction to PERSAL certificate will be an added advantage. A minimum of 3 – 5 years' experience in Performance Management at supervisory level. A valid driver's license. Knowledge: GPG and SACR policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of Contracts, Management information knowledge, Project management methodologies. Skills: Problem solving, Diversity awareness, Communication, Analytical, Initiative and Innovation/ continuous improvement skills.
<u>DUTIES</u>	: Develop, manage, and monitor the implementation of performance management systems. Coordinate and administer performance management system. Management of Performance assessments and incentive systems. Coordinate in the management and monitoring of the Performance Management and Development System. Monitor Performance Management Development System Implementation within the Department. Ensure compliance by rendering a quality assurance service. Provide advice on Performance Management Development System within the Department. Render training on the Performance Management Development System to staff. Conduct impact analysis and report on status of Performance Management in the Department. Provide advice and guidance to Management and staff on Performance Management Development System and employee development. Develop, implement, and maintain PMDS electronic system. Establish and maintain relationships with internal clients. Coordinate the

implementation of PMDS policy and procedures. Advise management and staff on the implementation of PMDS Policy. Advocacy campaigns conducted on PMDS Policy and Procedures annually. Provide advice and guidance to management and staff on Performance Management Development System and employee development. Ensure that PMDS presentations are prepared when required by management. Implement training to all employees in the department regarding PMDS matters. Facilitate training on PMDS Policy for Non-SMS. Facilitate training for SMS members in line with Chapter 4 of the SMS handbook. Draft and communicate performance management timelines. Manage the issuing of non-compliance letters. Coordinate final assessment signed for previous year. Coordinate signed compliance performance contracts. Coordinate compliance of quarterly reviews. Coordinate compliance final assessment finalised. Coordinate the issuing of non-compliance letters. Coordinate the departmental PMDS coordinators committee meetings. Fully functional PMDS coordinators committee with clear roles and responsibilities. Committee trained on implementation of PMDS policy to implement policy effectively and efficiently. Arrange quarterly meetings to plan and report on all PMDS matters. Coordinate the implementation of e-PMDS. Convening task team meetings. Providing reporting lines to GDF. Creating awareness of e-PMDS within the Department. Organising trainings for GDSACR employees.

**ENQUIRIES
APPLICATIONS**

: Ms. Itumeleng Maisane Tel No: (011) 355 2697
: to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/228

: **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO:
SACR/02/2025/28**
Directorate: Human Capital Management

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09), (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have a Grade 12 certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF level 6/7) in Human Resources Management / Labour Law / Labour Relations. Introduction to PERSAL certificate will be an added advantage. A minimum of 3 – 5 years' experience in Labour Relations at supervisory level. A valid driver's license. Knowledge: GPG and SACR policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Management information knowledge and Project management methodologies. Skills: Problem solving, Diversity awareness, Communication, Analytical, Initiative and Innovation/ continuous improvement skills.

DUTIES

: Facilitate the development of Departmental Labour Relations. Facilitate collective bargaining and dispute resolution processes. Facilitate disciplinary processes. Facilitate consultation and negotiations processes. The monitoring of implementation of arbitration awards and collective agreements. Finalise all grievances and complaints received from employees in the Department. Receive, record, and analyse grievances in the Department. Conduct investigation on lodged grievances. Refer grievances to the Public Service Commission (PSC) in line with the rules. Process and finalising all misconduct cases in the Department. Analyse and monitor record of misconduct cases in the Department. Monitor coordination of information regarding misconduct. Implement case management system to monitor progress on cases. Scrutinize all reports and requests to charge employees with allegations of misconduct. Obtain information required to draft charges of misconduct and serve charge sheets to employees. Monitor the process of misconduct to ensure that the Department maintains procedural and substantive fairness in the handling of misconduct cases. Develop and manage information all records of all activities in the Employment Relations section. Develop databases for all processes and procedures in the Employee Relations section. Develop and manage the proper movement of documents. People development and management. Ensure the development and management of staff within the sub-directorate in terms of performance agreement, performance assessment and advice on career path. Monitor staff regarding human resource such as leave, recruitment, and grievances.

**ENQUIRIES
APPLICATIONS**

: Ms. Itumeleng Maisane Tel No: (011) 355 2697
: to be emailed to SACR.RecHO@gauteng.gov.za

<u>POST 21/229</u>	:	<u>ASSISTANT DIRECTOR: VISUAL ARTS CRAFT & DESIGN INDUSTRIES</u> <u>REF NO: SACR/02/2025/29</u> Directorate: Creative Industries
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. A 3-year tertiary Qualification Degree/B-Tech/National Diploma (NQF 6/7) in Arts, Heritage, Cultural Science or relevant qualification as recognized by SAQA. Minimum of 3-5 Years experience at supervisory level. Management practices. Valid driver's license (code B/A). Knowledge: Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Financial regulations and instructions which must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. How to execute overall control of budgets of sections/projects/ components. Financial management practices that could be followed to limit financial losses. Skills: organizing ability to operate computer (both hardware and software), Problem solving, Interpersonal relationship, Conflict resolution, Project management, Policy analysis and development and Policy/objectives formulation.
<u>DUTIES</u>	:	Identify policy and legislation issues. Record implementation of programs and projects. Provide input into the compilation of the strategic and operational plans for the sub directorate. Facilitate interaction with all stakeholders in the sectors. Keep records on development in the sectors.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/230</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER REF NO: SACR/02/2025/30</u> Directorate: Creative Arts
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Art Management, Heritage, Cultural Science, Creative Arts, Fine Arts or relevant qualification as recognized by SAQA. A minimum of 3-5 years Supervisory level experience. Valid driver's license. Skills: Planning and organizing. Leadership. Policy formulation. Policy analysis. Knowledge: Change Management. Project Management. Conflict Management. Financial Management. People Management.
<u>DUTIES</u>	:	Facilitate the planning, development, and coordination of arts and culture programmes. Monitor compliance with legislative requirements, policies and procedures and Grants-In-Aid. To report on the program successes, challenges, and finances. Ensure participation of communities, stakeholders, and volunteers in the programs. Conduct appraisals. Convene joint meetings with local government for planning purposes. Convene regional meetings. Assist in ensuring the measurable output is achieved. Develop the operational plans. Liaise with local government and other relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/231</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE COMMUNITIES REF NO: SACR/02/2025/31</u> Directorate: Creative Arts
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Art Management, Heritage, Cultural Science, Creative Arts, Fine Arts or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. Valid driver's license. Skills: Strategic Planning. Policy Analysis and development. Planning and organizing. Decision making. Project Management. Communication. Computer literate. Interpersonal relations. Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for sport administration and management. An understanding of community participation.

<u>DUTIES</u>	:	Monitor compliance with legislative requirements, policies, and procedures. Monitor the support given to communities. Monitor the unit's expenditure on a regular basis. Prepare expenditure reports. Submit reports to relevant managers. Request for procurement of goods and services necessary from the Deputy Director. Ensure proper management of financial management within the unit. Implementation of relevant financial policies within the unit.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/232</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (X4 POSTS)</u> Directorate: Creative Cluster & Communities
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09), (plus benefits)
	:	Central Corridor Region A&E Ref No: SACR/02/2025/32
	:	Northern Corridor Region A Art Ref No: SACR/02/2025/33
	:	East Corridor Ref No: SACR/02/2025/34
	:	South Corridor Region B Ref No: SACR/02/2025/35
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Art Management, Heritage, Cultural Science, Creative Arts, Fine Arts or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for sport administration and management. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
<u>DUTIES</u>	:	Identification of talent. Facilitate the development and nurturing of Artistry. Implement arts and culture in communities and ensure compliance with relevant legislative framework. Increase mass participation in culture programmes. Create an opportunity for artists to showcase their talent.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor)
<u>APPLICATIONS</u>	:	Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za
<u>POST 21/233</u>	:	<u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (X6 POSTS)</u> Directorate: Sport Development and School Sport
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09), (plus benefits)
	:	Central Corridor Region G Ref No: SACR/02/2025/36
	:	Western Corridor Region B Ref No: SACR/02/2025/37
	:	Western Corridor Region D Ref No: SACR/02/2025/38
	:	East Corridor Region C&D Ref No: SACR/02/2025/39
	:	East Corridor Region F Ref No: SACR/02/2025/40
	:	South Corridor Region A Ref No: SACR/02/2025/41
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sports Management/Sports Science, Sport Administration, Health Science in Sport or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. Skills: Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills Knowledge: Government policies and programmes, Knowledge of Sport and Recreation, Regulations and procedures in required environment, Finance, and HR Matters.
<u>DUTIES</u>	:	To promote and manage Sport Development and School Sport within the Corridor. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. To

		render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor)
<u>APPLICATIONS</u>	:	Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za
<u>POST 21/234</u>	:	<u>ASSISTANT DIRECTOR: RECREATION (X3 POSTS)</u> Directorate: Recreation
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09), (plus benefits) East Corridor Region A Ref No: SACR/02/2025/42 South Corridor Region A Ref No: SACR/02/2025/43 Johannesburg (Head Office) Ref No: SACR/02/2025/44
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sports Management/Sports Science, Sport Administration, Health Science in Sport or relevant qualification as recognized by SAQA. A minimum 3 – 5 years at Supervisory level experience in the relevant field. Skills: Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills Knowledge: Government policies and programmes, Knowledge of Sport and Recreation, Regulations and procedures in required environment, Finance, and HR Matters.
<u>DUTIES</u>	:	Mass Participation: Facilitate the implementation of talent identification programs in participating schools. Provide support to the Contract workers (school sport assistants). Liaise with the school sport committee. Coordinate school sport festivals. Facilitate the establishment of school leagues. Do monitoring and evaluation of the program and events. Liaise with relevant district officials. Provide support on Partnership (Dreams and Teams).
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor) Ms. Itumeleng Maisane Tel No: (011) 355 2697 (Head Office)
<u>APPLICATIONS</u>	:	East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za Head Office: applications to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/235</u>	:	<u>ASSISTANT DIRECTOR: MONUMENTS FACILITIES REF NO: SACR/02/2025/45</u> Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09), (plus benefits) Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities/ Architectural/ Heritage studies / Culture/ Arts/ Tourism/ Hospitality or relevant qualification as recognized by SAQA. A minimum of 3 – 5 years 'experience in the relevant environment of which 3 years must be at a supervisory level. Knowledge: Analytical thinking, Strong interpersonal and leadership skills, Attention to detail, Adaptability and resilience, Commitment to preserving and promoting cultural heritage. Skills: Ability to operate computer. (Both hardware and software). Problem solving. Conflict resolution. Project Management. Policy analysis and development. Policy/objectives formulation. Planning, budgeting and reporting. Facilitation. Research.

<u>DUTIES</u>	:	Conduct and manage research to inform policy development for monument facilities. Facilitate the development and implementation of operational plans for monument facilities use and maintenance. Provide technical support and guidance on the preservation and restoration of monument infrastructure. Develop and implement maintenance strategies, cultural and commemorative assets. Assist in planning and budgeting for monument maintenance and restoration of cultural assets in the province in collaboration with facilities and infrastructure. Establish and maintain the provincial online cultural database.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/236</u>	:	<u>ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO: SACR/02/2025/47</u> Directorate: Research, policy coordination knowledge management
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Social Science/ Public Management and Governance/Administration/ Development Studies or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in policy development and research area. Skills: Communication both verbal and written, Analytical, Research, Computer literacy (MS Team), Planning and Organization, Presentation and training, Problem solving. Knowledge: Library and information science matters. Prescripts and legislation, Procedures and processes.
<u>DUTIES</u>	:	Ensure effective development and implementation of research strategy and policy management assignments. Develop, implement and maintain protocols for both external and internal research policy. Plan, Facilitate integration of research activities in the department for supremacy of resources alignment. Maintain repository of research products and facilitate dissemination of research results for good governance. Facilitate the development and review of both sectoral and operational policies.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/237</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL COHESION REF NO: SACR/02/2025/48</u> Directorate: Intergovernmental Relations
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Public Relations, International Relations /Public Administration or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in public relations/ social cohesion environment. Skills: Interpersonal Skills, Project Management, Technical analytic skills, Negotiation Skills, Planning and organization skills, Problem solving, conflict management, Excellent verbal and written communication, Leadership, Computer Literacy, Report writing, Client Liaison. Public relations. Knowledge: DPSA Legislation and processes. HR prescripts including delegations. SACR mandates vision, mission and values, SARC governance and functional structures.
<u>DUTIES</u>	:	Coordinate an effective social cohesion and advocacy plan. Provide inputs on the development and implementation of effective advocacy plan. Establish and maintain relationships with external stakeholders. Establish and maintain good working relations with key provincial and local government departments, municipal managers and ward councilors to secure buy-in and ownership of the Project. Coordinate and implement civic/public education and social cohesion training workshops. Provide Logistics and coordinate events supplies. Facilitate the running of national events and programmes.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za

<u>POST 21/238</u>	:	<u>ASSISTANT DIRECTOR: CONSERVATION AND PRESERVATION REF NO: SACR/02/2025/49</u> Directorate: Archival Services
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3 tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Social Sciences/ Historical Studies/ Heritage Resources/ Humanities/ Conservation / Archive and Records Management or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Conservation and Preservation environment. Experience to perform tests and deacidification of paper and books. A Driver's license. Skills: Computer, Planning and organizing, good verbal and Written communication skills, flexibility, Teamwork and Interpersonal relations. Knowledge: Knowledge of a wide range of work procedures and/or processes such as knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collect statistics. Knowledge of and ability to perform tests and deacidification of paper and books. Knowledge of binding and conservation materials and tools, as well as their use. Ability to create preservation enclosures, including boxes and encapsulations. Ability to plan, organize, coordinate and critique work assignments. Knowledge and understanding of the legislative framework governing the public services.
<u>DUTIES</u>	:	Uses independent judgement to restore or repair binding in accordance with historical styles and conservation requirements. This may include construction of new spines, rebinding, resewing of the text blocks and complete rebinding. Performs various paper repair techniques to correct tears, lacunae, stains etc. Examples of paper repair include end-sheet replacement, tissue repair, guarding of centre folds and removing and replacing old mends. Create protective enclosures including phase boxes, rare book boxes, portfolios, envelopes and polyester encapsulations for material which cannot be otherwise treated. Deacidifies paper by aqueous and non-aqueous methods to slow or halt acidic deterioration. Determine the reaction of paper, ink and dyes to deacidification and determine the most appropriate reaction of completing work on each individual item. Tests paper, textiles, leather, adhesives and other library materials and structures by chemical and mechanical means to determine their durability and longevity. Examples of tests are those for acid, ground wood and alum content and flexibility, solubility and durability of materials. Assists in training, work assignment and supervision of the student assistants.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/239</u>	:	<u>ASSISTANT DIRECTOR: ORAL HISTORY REF NO: SACR/02/2025/50</u> Directorate: Provincial Archives
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Social Sciences/ Historical Studies/ Heritage Resources/ Humanities/ Anthropology or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Oral History environment. A valid Driver's license. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thinking, Conflict resolution, Verbal and written communication, Presentation, training, Supervision, Planning. Knowledge: Records Management practices, National Archives Act, Gauteng Provincial Archives Act, Promotion of Access to information Act, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Supply Chain Management Regulations and procedures, Budgeting and budget control, Report writing and procedures, Departmental mandate and core programme.
<u>DUTIES</u>	:	Conduct recording or filming of oral history projects. Conduct oral history training. Undertake the identification, research, selection and exhibition or display of oral history items. Undertake research to identify potential sources.

		Advice on oral history methods and equipment. To collect research and transcribe oral history records. Implement oral history programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/240</u>	:	<u>ASSISTANT DIRECTOR: DIGITIZATION REF NO: SACR/02/2025/51</u> Directorate: Provincial Archives
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus benefits) Kagiso – Gauteng Provincial Archives The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF Level 6/7) in Library Science/ Archivist Studies, Records Management, Information Technology or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Digitization environment. A Driver's license. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal relations, Problem solving, Project management, Budgeting, Conflict Resolution, Verbal and written communication, Presentation, Training, Supervision and Planning. Knowledge: Through knowledge of digitization best practices and standards, Knowledge of ANSI/NISO technical metadata for still images, knowledge of digital audio/visual recording wrappers and codes, knowledge of MARC, DACS, AAR2r, Familiarity with LC authority files and ULAN preferred, Familiarity with VRACore, CDWA, CCO and Getty vocabularies preferred, Ability to prioritize and work with minimum supervision, Good organizational skills and attention to detail, Records management, practices, National Archives Act, Gauteng provincial Archives Act, Promotion of Access to information Act, Supply Chain Management Regulations and procedures. Budgeting and budget control, Reporting writing and procedures, Departmental mandate and core programme.
<u>DUTIES</u>	:	To digitize photographs, audio-visual materials and Documents in accordance with archival standards. To colour correct digital images. To conduct digital cataloguing. To conduct digital curatorship. To edit audio-visual recordings for the use on web and in exhibition.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 to be emailed to SACRWestCorridor@gauteng.gov.za
<u>POST 21/241</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: SACR/02/2025/52</u> Directorate: Office of the Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus benefits) Johannesburg (Head Office) The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification, Degree/B-Tech/National Diploma (NQF level 6/7) in Financial Management/ Accounting or relevant qualification as recognized by SAQA. A minimum of 3 - 5 years in Supervisory level experience in Financial Accounting environment. Skills: Analytical skills, Problem solving, Decision making, Communication and presentation skills, Interpersonal Relations and Computer Literacy. Knowledge: Basic knowledge of GRAP and the application of basic Accounting Systems (BAS). Basic knowledge of PFMA and Treasury Regulations. Cash management and reporting. Petty cash control and policies, Cashbook and cash management systems, Processing of payment and basic Accounting System and SAP.
<u>DUTIES</u>	:	Ensure processing of procurement and sundry payments. Assists in the preparation of a financial statement. Ensure adherence and compliance to all reporting requirements, policies and PFMA. Ensure effective processing of Petty cash and cash allocation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/242</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: SACR/02/2025/53</u> Directorate: Office of the Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (plus benefits) Johannesburg (Head Office) The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF level 6/7) in Financial

	Accounting, Risk Management/Compliance Management /Internal Audit or relevant as recognized by SAQA. A minimum of 3-5 years' experience at supervisory level in the relevant field. A valid driver's license. Skills: Communication Skills (Verbal& written). Investigation skills, planning and organizing skills, financial management skills, Leadership skills, Project Management skills, Problem solving and client orientation skills, Interpersonal skills and Computer literacy skills. Ability to work under pressure and adapt to change demands. Knowledge: Knowledge of PFMA, Treasury regulations, PSR, and other relevant prescripts.
<u>DUTIES</u>	: Ensure that separate files are created for each lost Case. Analyze the final reports from SAPS on the outcome of reported cases. Facilitate the recovery of costs for assets lost due to negligence and non-compliance with the asset loss policy. Participate in the reduction of the percentage of asset losses in the department by identifying risks and mitigations thereof. Ensure the development and maintenance of policies and procedures on asset losses. Implement policies and procedures on asset losses and monitor compliance against the assets loss policy. Compile a report on the investigations conducted on internal asset loss cases. Ensure the Maintenance of the asset loss database. Facilitate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Reported to be stolen or damaged. Verification and Identification of lost assets still pending to be transferred to RAAAA location. Obtain detailed stolen asset reports from the BAUD system RAAAA location.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. Itumeleng Maisane Tel No: (011) 355 2697 : to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/243</u>	: <u>SENIOR HUMAN RESOURCES OFFICER REF NO: SACR/02/2025/54</u> Directorate: Condition of Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R397 116 per annum (Level 08), (plus benefits) : Johannesburg (Head Office) : The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6 / 7) in Human Resource Management / Human Resources Administration or relevant qualification as recognized by SAQA. A minimum of 2 - 3 years in the relevant environment plus a valid Driver's License. Skills: Interpersonal skills, Problem solving, Diversity awareness, Communication, Analytical, Initiative, Innovation/ continuous improvement, Planning and organising, Leadership, Negotiation, Influencing. Computer Literacy particular MS, Excel, Outlook and Word. Knowledge: GPG policies and procedures, Relevant legislation and Public Service Regulations, Knowledge of customer service, Leave management, PERSAL, ESS, SAP and Conflict Management. Project Management, People Management, Financial Management, Conflict Management.
<u>DUTIES</u>	: Develop and facilitate the implementation of human resource management and administration. Administer conditions of service, remuneration, and employee benefits. Manage leave matters. Manage and support line managers with the implementation of PILIR. Ensure that employee benefits are timeously captured and processed. Ensure the facilitation of service benefits workshops and trainings. Ensure timeous processing of leave and implementation of PILIR. Ensure the coordination of injury on duty and Pay roll administration. Ensure timeous compensation of employees.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. Itumeleng Maisane Tel No: (011) 355 2697 : to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/244</u>	: <u>PERSONAL ASSISTANT (X6 POSTS)</u>
<u>SALARY CENTRE</u>	: R325 101 per annum (Level 07), (plus benefits) : North Corridor Ref No: SACR/02/2025/55 Head Office (Directorate: Management Accounting) Ref No: SACR/02/2025/56 Head Office (Directorate: Library and Information Services) Ref No: SACR/02/2025/57 Head Office (Directorate: Heritage) Ref No: SACR/02/2025/58 Head Office (Directorate: Sport and Recreation) Ref No: SACR/02/2025/59 Head Office (Directorate: Creative Industries) Ref No: SACR/02/2025/60
<u>REQUIREMENTS</u>	: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3

		Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Ms. Itumeleng Maisane Tel No: (011) 355 2697 (Head Office)
<u>APPLICATIONS</u>	:	North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za Head Office: applications to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/245</u>	:	<u>LANGUAGE PRACTITIONER: SETSWANA REF NO: SACR/02/2025/61</u> Directorate: Heritage
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus benefits) Johannesburg (Head office) The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Languages or equivalent qualification with one of the relevant languages as Setswana. No experience required. A valid driver's license. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.
<u>DUTIES</u>	:	Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited documents to the supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited documents. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as a link between the writers and publishers. Editing documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support regarding language programmes. Monitoring the implementation of approved sign language programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/246</u>	:	<u>LIBRARIAN (X4 POSTS)</u> Directorate: Library services/ Corridor Coordination
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (plus benefits) Tshwane Ref No: SACR/02/2025/63

	Ekurhuleni Ref No: SACR/02/2025/64
	Central Corridor Ref No: SACR/02/2025/65
	Johannesburg Head Office Ref No: SACR/02/2025/66
<u>REQUIREMENTS</u>	: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification (Degree/B-Tech/National Diploma NQF Level 6/7) in Library Science / Information Science or a relevant qualification as recognized by SAQA. A minimum of 1-2 years' working experience in Library services. Skills: Organizing your own work. Problem solving. Customer care. Good interpersonal relations. Creative thinking. Computers literacy e.g. Microsoft office and internet. Numeracy. Ability to work under pressure. Language proficiency. Communication. Analytical thinking. Knowledge: Library and information science matters. Prescripts and legislation. Procedures and processes.
<u>DUTIES</u>	: Provide internal and external communications support. Ensuring marketing of library programmes on departmental digital platforms (Website, Intranet and Email and Social Media pages). Ensure management and adherence to departmental brand identity. Provide content for publications and photojournalism services. Conduct and facilitate effective marketing of library programs. Manage the implementation of partnership programs in partnership with National and Municipalities. Compile and submit budget estimates for the reading programs. Compile and submit monthly and quarterly reports of the directorate. Monitor the development and implementation of programmes and projects. Monitor your own performance.
<u>ENQUIRIES</u>	: Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (Tshwane) Mr. Ouwen Gaveni Tel No: (011) 355 2861 (Ekurhuleni) Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Ms. Itumeleng Maisane Tel No: (011) 355 2697 (Johannesburg Head Office)
<u>APPLICATIONS</u>	: Tshwane: applications to be emailed to SACR.RecNorth@gauteng.gov.za Ekurhuleni: applications to be emailed to SACR.RecEast@gauteng.gov.za Central Corridor applications to be emailed to SACR.RecCentral@gauteng.gov.za Johannesburg Head Office applications to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/247</u>	: <u>CULTURAL OFFICER (X5 POSTS)</u> Directorate: Creative Arts
<u>SALARY CENTRE</u>	: R325 101 per annum (Level 07), (plus benefits) West Corridor Ref No: SACR/02/2025/67 Central Corridor Region A & E Ref No: SACR/02/2025/68 Central Corridor Region B&C Ref No: SACR/02/2025/69 South Corridor Region A Ref No: SACR/02/2025/70 South Corridor Region C Ref No: SACR/02/2025/71
<u>REQUIREMENTS</u>	: The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Arts/ Fine Arts/ Heritage/ Performing Arts or relevant qualification as recognized by SAQA. No experience required. Knowledge of Arts and Culture will be an added advantage. A drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
<u>DUTIES</u>	: Identify, develop, and promote (emerging) artists and crafters as well as implement projects related to performing and visual arts and crafts. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
<u>ENQUIRIES</u>	: Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor)
<u>APPLICATIONS</u>	: West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za

<u>POST 21/248</u>	:	<u>SPORT PROMOTION OFFICER REF NO: SACR/02/2025/72</u> Directorate: Competitive Sport
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus benefits) Head Office The successful candidate should have Grade 12 Certificate plus A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration, or relevant qualification as recognized by SAQA. No experience required. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
<u>DUTIES</u>	:	Coordinate the implementation of the Competitive Sport Programme. To coordinate the establishment and provide support to Competitive Sport structures in conjunction with internal and external stakeholders. Assist in establishing and maintain Competitive Sport structures. Render administrative support services to Project Managers, federations, internal and external stakeholders in relation to programmes that are implemented. Examine, compile and monitor transfer payments of funded projects. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/249</u>	:	<u>SPORT PROMOTION OFFICER (X6 POSTS)</u> Directorate: Sports and Recreation
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (plus benefits) North Corridor Region C&D Ref No: SACR/02/2025/73 (X2 Posts) West Corridor Region Ref No: SACR/02/2025/74 South Corridor Region B Ref No: SACR/02/2025/75 East Corridor Region B Ref No: SACR/02/2025/76 East Corridor Region F Ref No: SACR/02/2025/77
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration, or relevant qualification as recognized by SAQA. No experience required. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
<u>ENQUIRIES</u>	:	Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor) Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor)
<u>APPLICATIONS</u>	:	North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za
<u>POST 21/250</u>	:	<u>ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: SACR/02/2025/78</u> Directorate: Monitoring and Evaluation
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (plus benefits) Head Office

<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Developmental Monitoring and Evaluations/ Public Administration / Public Management or relevant qualification as recognized by SAQA. A minimum of 1 – 2 years in administration environment, A valid driver's license. Skills: Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills, Planning and organizing. Leadership. Knowledge: Policy formulation. Change management. Performance management. Business performance management. GPG policies and procedures, Relevant legislation and public services regulations, understanding of expectations of customers, knowledge of contracts, management information knowledge.
<u>DUTIES</u>	:	Provide professional office support to the unit to facilitate management and implementation of business plans. Maintain the unit's appointments and meetings to enable effective time management costs. Transcribe and type written and dictated communication. Review, annotate register, classify, priorities and distribute incoming correspondence of routine nature. Prepare and review submissions. Record and route outgoing correspondence. File all relevant documents for record purposes. Provide logistical support services for meetings, workshops, and seminars. Receive and transmit electronic written and verbal messages of internal and external clients, attend to or refer customer's queries/problems to other officials as necessary.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/251</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR3) REF NO: SACR/02/2025/62</u> Directorate: Legal Services
<u>SALARY</u>	:	R324 579 – R371 121 per annum, (plus benefits), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 Certificate, four (4) year Degree in Law (LLB/ B. Proc) (or as otherwise determined by the minister of Justice and Constitutional Development). A minimum of 2 years appropriate post qualification legal experience. Admission as an Attorney or Advocate will be an added advantage. Skills: Report writing, Probing skills, Analytical skills, Interpersonal skills, Client Orientation and customer focused skills. Knowledge: Knowledge and understanding of legislative and Policy framework governing Legal Services processes, systems, and procedures in Public Service. Knowledge and understanding of Department's legal requirements, obligations, and commitments. Knowledge and understanding of the Public Service Legislative Framework. Knowledge of drafting and interpretation of contracts. Knowledge of South African Constitutional law is imperative.
<u>DUTIES</u>	:	Display an understanding of drafting legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand and have a basic knowledge of legal research principles. Conduct research and consult with various stakeholders on legal advice. Conduct advocacy to ensure that all prescripts binding on the department are complied with. Maintain a database of all the legal advice and relevant cases that govern how the Department should operate. Update review and maintain the Standard operating procedures applicable to the provision of legal services. Provide effective, efficient, and up to date legal advice taking into consideration the prevailing legal environment. Recommend to the Department necessary steps to be taken to ensure that the decision of the Department is beyond reproach. Display an understanding of the law and case law relevant to the legal matter at hand and be guided in presenting motivation/ proposals on how the specific case should be approached to obtain desirable/ justifiable outcome. Display knowledge and understanding of interviewing principles for the purpose of determining client's goals and objectives. Accurately document an interview / advice given including but not limited to notetaking and succinctly taking instructions from client.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za

<u>POST 21/252</u>	:	<u>DATABASE ADMINISTRATOR REF NO: SACR/02/2025/79</u> Directorate: ICT
<u>SALARY</u>	:	R269 499 per annum (Level 06), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in IT or ICT or relevant qualification as recognized by SAQA. A minimum of 3 Years' experience in server administration. Knowledge: Information Technology. Service level agreement management. Quality Management. GPG's regulations, policies and procedures. Customer relationship management. Skills: Technical skills. Planning & organising. Reasoning skills. Analytical. Decision making. Problem solving. Verbal and Written Communication. Advance Computer Literacy. Innovation Continuous Improvement. Report Writing Skills. Customer Service Skills. Information Management.
<u>DUTIES</u>	:	Co-ordinate and implement security measures to safeguard databases. Establish the needs of users and monitor user access and security. Monitor performance and manage parameters to provide fast responses to front-end users. Refine the logical design so that it can be translated into a specific data model. Further refining the physical design to meet system storage requirements. Install and test new versions of the database management system (DBMS). Maintain data standards, including adherence to the Data Protection Act. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control Access Permissions and privileges. Develop, manage and test back-up and recovery plans. Ensure that storage and archiving procedures are functioning correctly. Carry out capacity planning. Work closely with IT project managers, database programmers and multimedia programmers. Communicate regularly with technical, applications and operational staff to ensure database integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purposes. Manage the security and disaster recovery aspects of a database.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/253</u>	:	<u>EDUCATIONAL OFFICER (MUSEUMS AND MONUMENTS) REF NO: SACR/02/2025/80</u> Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems
<u>SALARY</u>	:	R269 499 per annum (Level 06), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities / Languages/ Museums /Heritage Studies or relevant qualification as recognized by SAQA. A minimum of 3 years' experience in the relevant field. Driver's License (Code B). Skills: Interpersonal Relations, Problem Solving, Conflict Management, Excellent Verbal and Written Communication, Coordination, Computer Literacy, Report Writing. Skills: Management skills. Good interpersonal skills. Organizing skills. Ability to operate a computer. Communication (written and verbal). Interpersonal relationship. Problem solving. Ability to interpret relevant directives. Formulating and editing of memorandums. Analytical thinking. Budget and financial management. Knowledge: Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Basic HR matters such as what resources are available, which training is available, relations practices/guidelines. Documents storage, tracking and retrieving. How to do basic planning, i.e. supplies needed/processes to follow to perform tasks. How to plan activities and resources needed which are not of a complex nature, such as planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Working with individuals to create learning plans. Encouraging and influencing the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring. Community capacity building through supporting the development of community or local voluntary groups. Identifying the training needs of local volunteers and providing them.

		Formulating service plans and priorities in cooperation with other providers. Engaging with individuals and community groups, such as residents' associates, parents' groups, and young people. Identifying local interests and needs and ways to meet them. Managing staff and volunteers and dealing with team training (more usual un senior roles). Undertaking the administration and evaluation of provision and reporting to advisory bodies and management groups. Helping potential learners to overcome existing barriers to learning.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/254</u>	:	<u>ADMINISTRATION CLERK (PLANNING AND REPORTING) REF NO: SACR/02/2025/81</u>
		Directorate: Strategic Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 Certificate or equivalent. No previous experience required. Skills: Interpersonal relations, Computer skills, planning and organization, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	General clerical/ administrative, 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, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/255</u>	:	<u>ADMINISTRATIVE CLERK: MONITORING AND EVALUATION REF NO: SACR/02/2025/82</u>
		Directorate: Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (plus benefits)
	:	Johannesburg (Head Office)
	:	The successful candidate should have a Grade 12 or equivalent. No previous experience required. Skills: Computer Literacy, Planning and organization, Language, Good verbal and written communication. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	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. 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 (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
	:	to be emailed to SACR.RecHO@gauteng.gov.za

<u>POST 21/256</u>	:	<u>AUXILIARY SUPPORT WORKER (SPORT COORDINATOR) (X4 POSTS)</u> Directorate: Sports and Recreation
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04), (plus benefits) East Corridor Ref No: SACR/02/2025/83 West Corridor Region B Ref No: SACR/02/2025/84 West Corridor Region D Ref No: SACR/02/2025/85 West Corridor Region A Ref No: SACR/02/2025/86
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.
<u>DUTIES</u>	:	Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain databases, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping statistics regarding condition of equipment.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor)
<u>APPLICATIONS</u>	:	East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za
<u>POST 21/257</u>	:	<u>AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR) (X5 POSTS)</u> Directorate: Creative Arts
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04), (plus benefits) Central Corridor Ref No: SACR/02/2025/87 South Corridor Ref No: SACR/02/2025/88 West Corridor Ref No: SACR/02/2025/89 North Corridor Region E & F Ref No: SACR/02/2025/90 North Corridor Region E & F Ref No: SACR/02/2025/91
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project Management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.
<u>DUTIES</u>	:	Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 (Central Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor) Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 (West Corridor) Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor)
<u>APPLICATIONS</u>	:	Central Corridor: applications to be emailed to SACR.RecCentral@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za

West Corridor: applications to be emailed to SACRWestCorridor@gauteng.gov.za
North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za

POST 21/258 : **TELECOMMUNICATION OPERATOR / RECEPTIONIST REF NO: SACR/02/2025/92 (X2 POSTS)**

Directorate: Office Administration and Facilities Management

SALARY : R193 359 per annum (Level 04), (plus benefits)
CENTRE : Johannesburg (Head Office)

REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. No previous experience is required. Knowledge and understanding of procedures and processes in coordinating switchboard functions. Skills and competencies: Problem solving, analysis, customer focus and responsiveness, communication and information management, interpersonal, planning and organizing skills.

DUTIES : Coordinate calls. Receive, respond and route incoming calls. Facilitate outgoing calls for staff and respond to general telephonic enquiries. Report switchboard technical faults to Service Providers, provide updated internal telephone directory within the Department and disseminate internal contact details of all staff in the Corridors and Head Office.

ENQUIRIES : Ms. Itumeleng Maisane Tel No: (011) 355 2697
APPLICATIONS : to be emailed to SACR.RecHO@gauteng.gov.za

POST 21/259 : **SECURITY OFFICERS (X2 POSTS)**
 Directorate: Securities and Facilities Management

SALARY : R163 680 per annum (Level 03), (plus benefits)
CENTRE : North Corridor Ref No: SACR/02/2025/90/93
 East Corridor Ref No: SACR/02/2025/90/94

REQUIREMENTS : The successful candidate should have a Security Grade C or above and PSIRA certificate. No previous experience is required. Knowledge of control and access to public premises Act 53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & PSIRA Act 56 of 2001). Knowledge of emergency procedures in the workplace.

DUTIES : Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized people and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied bypass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/registers.

ENQUIRIES : Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor)
 Mr. Ouwen Gaveni Tel No: (011) 355 2861 (East Corridor)

APPLICATIONS : **North Corridor:** applications to be emailed to SACR.RecNorth@gauteng.gov.za
East Corridor: applications to be emailed to SACR.RecEast@gauteng.gov.za

<u>POST 21/260</u>	:	<u>CLEANERS (X3 POSTS)</u> Directorate: Facilities Management
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office) Ref No: SACR/02/2025/95 North Corridor Ref No: SACR/02/2025/96 (North Corridor) South Corridor Ref No: SACR/02/2025/97 (South Corridor)
<u>REQUIREMENTS</u>	:	The successful candidate should have ABET (NQF level 1/2) Certificate. No experience required. An experience as a cleaner will be an added advantage. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds.
<u>DUTIES</u>	:	Cleaning Offices, elevators, floor and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and remove waste papers. Freshen the office areas. Cleaning basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms. Refilling hand wash liquid soap. Replace toilet paper, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use. Request cleaning material.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697 (Head Office) Mr. Bongani Mkhwebane Tel No: (011) 355 2539 (North Corridor) Ms. Vivien Khanye Tel No: (011) 355 2720 (South Corridor)
<u>APPLICATIONS</u>	:	Head Office: applications to be emailed to SACR.RecHO@gauteng.gov.za North Corridor: applications to be emailed to SACR.RecNorth@gauteng.gov.za South Corridor: applications to be emailed to SACR.RecSouth@gauteng.gov.za
<u>POST 21/261</u>	:	<u>HOUSEHOLD AID REF NO: SACR/02/2025/98</u> Directorate: Facility Management
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	The successful candidate should have NQF Level 1 or 2 (ABET Level 2 certificate or equivalent). No previous experience is required. Skills: Basic tidying skills, Basic stitching and Knitting skills. Knowledge: Knowledge of basic housekeeping procedures.
<u>DUTIES</u>	:	Ensure cleanliness and tidiness of the areas allocated for cleaning. Remove garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in efficient working conditions. Report any item of equipment that needs to be repaired. Report shortage and/or faulty machine/equipment. Clean the boardroom, arranging chairs, water, glasses, and any other utensils. Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the building/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CULTURE, SPORT AND RECREATION**

CLOSING DATE
NOTE

- : 11 July 2025
- : All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the form must be fully completed and duly signed. Please note the following important guidelines: Z83 Form: All sections of the online Z83 form must be fully completed also attach a detailed CV. Supporting Documents: Only shortlisted candidates will be contacted. If shortlisted, you will be required to submit: Certified copies of your qualifications, Your RSA ID document, Your Senior Certificate and a valid driver's license (where applicable). Application Details: Clearly state the full name of the post and the reference number on the email application form. One post per application form. Please note the following: The Department of Culture, Sport and Recreation is an equal opportunity, Sport and Recreation to promote representatives (race, gender and disability) in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference). All Senior Management Service (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg.gov.za>

MANAGEMENT ECHELON

POST 21/262

- : **DIRECTOR: PLANNING AND PROGRAMME MANAGEMENT REF NO: DCSR/01/2025**

SALARY
CENTRE
REQUIREMENTS

- : R1 216 824 per annum, (all-inclusive salary package)
- : Head Office
- : An appropriate Bachelor's Degree in Management or Administration (NQF level 7) or equivalent qualification. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Must have a minimum of five (5) years' experience at middle/senior management level. Experience in strategic planning, macro policy, monitoring and evaluation, planning would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.

DUTIES

- : Coordinate development of departmental strategic, annual performance and operational plans. Consolidation of non-financial performance report, Monitoring and evaluation of the effectiveness and implementation of the departmental operational plans. Development of departmental service delivery improvement plan. Initiation and coordination of research, Linkage between departmental plan & municipal IDPs, Manage financial Management and Human Resources of the Directorate.

ENQUIRIES
APPLICATIONS

- : Ms. Boni Masilela Tel No: (013) 766 5173
- : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

POST 21/263 : **CHIEF FINANCIAL OFFICER (LEVEL OF A DIRECTOR) REF NO: DCSR/02/2025**

SALARY : R1 216 824 per annum, (all-inclusive salary package)
CENTRE : Head Office
REQUIREMENTS :

An appropriate Bachelor's Degree or equivalent qualification in Commerce or Finance & Auditing. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Must have a minimum of five (5) years' experience at middle/senior management level. Extensive experience in the field of Finance. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. The incumbent must possess the following skills: Strategic capability and leadership. Financial management. Accounting management. Change management. Knowledge management. People management and empowerment. Programme and project management. Service delivery innovations. Client orientation and customer focus. Problem solving and analysis. Good Communication skills.

DUTIES : Managing compliance with requirements of the PFMA, Financial manuals and Treasury Regulations. Managing the efficient, effective, economical and transparent use of resources. Designing and implementation of internal controls, including proper risk management. Provision of timely, accurate and adequate financial and other operational information for strategic decision making purposes and preparation of strategic plans. Ensuring that sound accounting systems and procedures for expenditure management and control are in place. Ensuring that proper planning for the acquisition of assets, design and implementation of measures to protect and maintain assets. Designing, implementation and maintenance of accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information. Rendering of efficient and effective supply chain management services. Overseeing the management and monitoring of the developmental budget in support of service delivery.

ENQUIRIES : Ms. Boni Masilela Tel No: (013) 7665173
APPLICATIONS : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

OTHER POSTS

POST 21/264 : **DEPUTY DIRECTOR: NKANGALA REGIONAL OFFICE REF NO: DCSR/03/2025**

SALARY : R1 059 105 per annum
CENTRE : Nkangala regional office
REQUIREMENTS :

An appropriate recognised Degree/National Diploma in Public Administration/Public Management or equivalent qualification (NQF level 6 or&7). Proven experience in the coordination of culture, sport and recreation activities. Knowledge and understanding of the Public Finance Management Act and Public Service Act, including their respective regulations. Ability to analyse problem areas and initiate corrective measures. Ability to communicate at all levels. Strong communication and leadership skills. Willingness to work on weekends and public holidays. Knowledge of the White Paper on Sport & Recreation and Art, Culture and Heritage. Skills in human resource management & development processes and project management. Planning and organizing skills. Ability to work under pressure in a fast-paced and demanding work environment. Valid driver's license.

DUTIES : Manage staff, sport, art and culture programmes as well as administrative processes within the region and ensuring that systems and procedures are followed. Plan and Coordinate sport, art and culture in the region. Compile, submit budget and monitor expenditure. Compile, submit and implement the operational plan. Monitor activities of the region. Implement inclusive youth development programmes. Evaluate and propose intervention strategies for betterment of sport, art and culture programmes and general management.

ENQUIRIES : Ms. Dina Ntuli Tel No: (013) 766 8339
APPLICATIONS : Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrmborecruit@mpg.gov.za

<u>POST 21/265</u>	:	<u>ASSISTANT DIRECTOR: ARTS AND CULTURE NKANGALA REGION REF NO: DCSR/04/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Nkangala Region
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor of Arts degree or equivalent qualification. Relevant experience, project management skills and a driver's license.
<u>DUTIES</u>	:	Develop and implement an action plan for the development of visual arts and crafts in Mpumalanga province, Embark on active programs to expose fine artists and crafts in Mpumalanga in accordance with the action plan, Implement and monitor active programs in the community, to promote sustainable development and expose the community to the diverse possibilities of arts and crafts which will benefit all stakeholders and practitioners within the industry and the economy as a whole. Empower and provide guidance, information and assistance to fine artist and craft people. To acknowledge and bring credits to their unique role and contribution to arts and craft, to act as project manager of special project such as the Mpumalanga Mobile Craft Clinic, to market our arts and craft through South Africa and to the world.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/266</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: DCSR/05/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Public Management/Administration NQF level 6 or equivalent qualification plus extensive relevant experience. Knowledge of processes and procedures of records management, legislative prescripts governing the public service. Computer literacy. Good interpersonal relations. Driver's license.
<u>DUTIES</u>	:	Manage and render messenger service, Facilitate and render auxiliary services. Facilitate access to meeting rooms. Facilitate and render telecommunication services. Facilitate and render records services, Overseeing staff, allocating work, and assessing performance, maintaining leave registers and arranging travel and accommodation, performing routine and inspections at sites in relation to department records and working to advance the goals and objectives of the auxiliary services, develop departmental records management strategies and manage all electronic and audio-visual records.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/267</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGES (ISINDEBELE) REF NO: DCSR/06/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Languages or equivalent qualification as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in IsiNdebele; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership and a valid driver's license. Competencies: Knowledge of language policies and relevant prescripts, Proficiency in languages, Editing/translation skills

		Computer literacy Knowledge of grammatical and orthography rules. Report writing skills, Ability to work under pressure; Analytical skills; Planning and organising skills; Supervisory skills, Project management skills.
<u>DUTIES</u>	:	Provide, coordinate and monitor translation, editing and interpreting services. Receive translation, editing and interpreting requests, keep record in the common register. Coordinate the provision of translation, editing and interpreting services. Provide translation, editing and interpreting services. Edit official documents translated and/or edited by Language Practitioners for quality assurance. Edit official documents Translate urgent and technical documents. Archive all translated and edited documents electronically; Report on progress. Identify and excerpt technical terms from translated documents .Give advice, guidance and support to Language Practitioners with regards to their translated and/or edited work. Attend to queries by clients regarding translation. Coordinate the outsourcing of documents needed for languages not available in-house. Manage resources of the Division.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/268</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGES (SISWATI) REF NO: DCSR/07/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Languages or equivalent qualification as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in SiSwati; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership and a valid drivers license. Competencies: Knowledge of language policies and relevant prescripts, Proficiency in languages, Editing/translation skills Computer literacy; Good written and verbal communication and interpersonal skills; Knowledge of grammatical and orthography rules. Report writing skills, Ability to work under pressure; Analytical skills; Planning and organising skills; Supervisory skills, Project management skills.
<u>DUTIES</u>	:	Provide, coordinate and monitor translation, editing and interpreting services. Receive translation, editing and interpreting requests, keep record in the common register. Coordinate the provision of translation, editing and interpreting services. Provide translation, editing and interpreting services. Edit official documents translated and/or edited by Language Practitioners for quality assurance. Edit official documents Translate urgent and technical documents. Archive all translated and edited documents electronically; Report on progress. Identify and excerpt technical terms from translated documents. Give advice, guidance and support to Language Practitioners with regards to their translated and/or edited work. Attend to queries by clients regarding translation. Coordinate the outsourcing of documents needed for languages not available in-house. Manage resources of the Division.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/269</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGES (XITSONGA) REF NO: DCSR/08/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Languages or equivalent qualification as recognized by SAQA; A minimum of 3 years' experience in a

		translation services work environment; Language requirement: Major in Xitsonga; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership and a valid drivers license.
<u>DUTIES</u>	:	Provide, coordinate, monitor translation, editing and interpreting services. Receive translation, editing and interpreting requests. Keep records in the common register. Coordinate the provision of translation, editing and interpreting services. Provide translation, editing and interpreting services. Edit official documents translated and/or edited by Language Practitioners for quality assurance. Edit official documents, translate urgent and technical documents. Archive all translated and edited documents electronically; Report on progress. Identify and except technical terms from translated documents. Give advice, guidance and support to language Practitioners with regards to their translated and / edited work. Attend to queries by clients regarding translation. Coordinate the outsourcing of documents needed for Languages not available in-house. Manage the resources of the division.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/270</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY BOOKS PROVISIONING & SUPPORT</u> <u>REF NO: DCSR/09/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A four-year degree in Library and Information Science or a Higher Diploma in Library and Information Science. Substantial knowledge and at least three years' experience in library book collection. In-depth knowledge of cataloguing standards (RDA, MARC etc.) Knowledge of Library Management Systems as applied in library environment. Knowledge of the PFMA and library prescripts. Valid driver's license.
<u>DUTIES</u>	:	Provide leadership and oversight for all cataloguing activities across the Department and Municipalities. Develop and implement cataloguing policies, procedures and standards in line with the best practices. Supervise and support cataloguing teams, ensuring professional development and high quality output. Compile annual budget and monitor expenditure. Evaluate employee performance and provide mentoring and guidance as needed. Monitor maintenance of the collection of information resources and the use of assets. Consolidate monthly, quarterly and annual reports.
<u>ENQUIRIES</u>	:	Mr. Clement Mahlalela Tel No: (013) 766 5343
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/271</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: DCSR/10/2025</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A 3 year Degree/National Diploma in Environmental Health with 2 years in relevant working environment, knowledge in Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS) systems. Skills required: Computer literacy (Ms Word, Excel, Powerpoint, etc.) good communication skills (written and verbal). Good interpersonal relations, organizing and Planning, Analytical, Problem solving and Financial Management skills. Knowledge of OHSA 85 Of 1993 and the Department of Labour and Employment standards.
<u>DUTIES</u>	:	Development/Review policies and guidelines on Safety, Health Environment. Risk and quality (SHERQ) in the Department. Coordinate Safety, Health

		environment and risk and quality training. Coordinate establishment and the functioning of the Safety Committees.
<u>ENQUIRIES</u>	:	Mr. Clement Mahlalela Tel No: (013) 766 5343
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/272</u>	:	<u>LIBRARIAN REF NO: DCSR/20/2025</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Ethandukhanya Public Library
<u>REQUIREMENTS</u>	:	B.Bibl Degree/Diploma in Library and Information Science. General knowledge of library services, computer, people and communication skills. Driver's license.
<u>DUTIES</u>	:	Administer functions of the library, market the library service, research on user and prospective user needs, attend to circulation of library material and assist in other functions of the library where required, information storage and retrieval and reporting procedures. Assist with opening of new libraries, develop and revise promotional projects and special/events.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/273</u>	:	<u>LANGUAGE PRACTITIONER: ISINDEBELE REF NO: DCSR/11/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in isiNdebele as recognized by SAQA. Good command of English, and isiNdebele (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/274</u>	:	<u>LANGUAGE PRACTITIONER: SISWATI REF NO: DCSR/12/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in Siswati as recognized by SAQA. Good command of English, and Siswati (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

<u>POST 21/275</u>	:	<u>LANGUAGE PRACTITIONER: XITSONGA REF NO: DCSR/13/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in Xitsonga as recognized by SAQA. Good command of English, and Xitsonga (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/276</u>	:	<u>LANGUAGE PRACTITIONER: ISIZULU REF NO: DCSR/14/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in IsiZulu as recognized by SAQA. Good command of English, and isiZulu (both written and verbal). Computer literacy. Competencies: Knowledge of Language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to translation, interpreting and editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/277</u>	:	<u>CULTURAL OFFICER REF NO: DCSR/15/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Arts or equivalent qualification. Must be Computer literate, willingness to travel extensively and a valid driver's license.
<u>DUTIES</u>	:	Identify, develop and promote (emerging) artists and crafters as well as implanting projects related to performing and visual and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to the programmes that are implemented.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/278</u>	:	<u>CULTURAL OFFICER REF NO: DCSR/16/2025</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Nkangala Region
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Arts or equivalent qualification. Must be Computer literate, willingness to travel extensively and a valid driver's license.
<u>DUTIES</u>	:	Identify, develop and promote (emerging) artists and crafters as well as implanting projects related to performing and visual and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs

		analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to the programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/279</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DCSR/18/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Gert-Sibande Region
	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/280</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DCSR/19/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Ehlanzeni Region
	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/281</u>	:	<u>AUXILIARY SERVICE OFFICER (TOUR GUIDE) REF NO: DCSR/22/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Barberton Museum
	:	Senior Certificate and a Certificate in Tour Guide. The candidate should be a registered Tour Guide with good communication skills and Valid driver's licence.
<u>DUTIES</u>	:	Conduct tours for tourist and learners. Be responsible for the preservation of relevant historical collections. Supervise the maintenance of relevant historic terrain. Participate in conducting museum outreach programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Ncobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/282</u>	:	<u>LIBRARY ASSISTANT/CYBER CADET REF NO: DCSR/21/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Ethandukhanya Public Library
	:	Grade 12 and Certificate in IT-related studies, good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating systems software. Experience in IT and of working in a public library will be an added advantage.

<u>DUTIES</u>	:	To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/283</u>	:	<u>SECRETARY TO THE DIRECTOR: COMMUNICATION REF NO: DCSR/17/2025</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12, Secretariat/Office administration Diploma or an appropriate equivalent qualification, previous secretarial or office administration experience and a valid driver's license will be an added advantage. Skills required: Good telephone etiquette, computer literate (Ms. Word, Excel, Powerpoint, etc.) good communication skills (written and verbal). Good interpersonal relations skills, knowledge of Batho Pele Principles, ability to work under pressure, high level or reliability and confidentiality. Able to work independently as well as functioning in a team environment.
<u>DUTIES</u>	:	Provide efficient and effective administrative support to the division, Manage incoming and outgoing correspondence, prepare logistics for meetings, take minutes and recording of proceedings during the programme meetings, responsible for travel arrangements, accommodation and process all requisitions and invoices that emanates from the work activities of the Office, handle procurement of the standard items like stationery, refreshments etc.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 21/284</u>	:	<u>ADMIN CLERK REF NO: DCSR/23/2025</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Gert Sibande Region
<u>REQUIREMENTS</u>	:	A Senior certificate or equivalent qualification, computer literacy and a drivers licence.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/285</u>	:	<u>ASSET CLERK REF NO: DCSR/24/2025</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Gert Sibande Regional Office
<u>REQUIREMENTS</u>	:	Grade 12 and a recognized Certificate in SCM/National Diploma or equivalent qualification, 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. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Physically receive all newly procured assets, inventory consumables and those held for distribution towards service delivery mandate. Complete Simultaneous Receipts and Issue voucher with Asset Tracking Number per his/her Region. Amend Machinery and Equipment with Original Equipment number (OEM) LOGIS SELECTION: Asset Register Maintenance per asset to be approved by the Asset Controller on Asset Register Maintenance Authorisation. Obtain

		Report RR032 and conduct physical asset verification, record on RR032 physical asset verification findings.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/286</u>	:	<u>GROUNDSMAN REF NO: DCSR/25/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Ethandukhanya Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures.
<u>DUTIES</u>	:	Maintain gardening services in the premises and surrounding through watering the gardening, prune, trim flowers and tree. Grass mowing, remove weeds and garden fuse. Apply insecticide; cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Repair minor defect of gardening tools. Assist with on/off loading of deliveries. Washing and cleaning of GG's vehicle. Empty dirty dustbin services in the Museum and assist with other tasks/duties as and when required by supervisor.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 21/287</u>	:	<u>GROUNDSMAN REF NO: DCSR/26/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Kgodwana Cultural Village
<u>REQUIREMENTS</u>	:	An ABET Level 4 Certificate (Grade 9). Good communication and interpersonal skills.
<u>DUTIES</u>	:	Application of cow dung decoration (ukukghuphula) on basic floor of traditional huts Identification and collection of indigenous raw material such as ant heaps (idzwili), cow dung (ubolongwe) traditional grass rope (ikofe) and the natural earth colour material (ipembe) decoration. Ability to mix plater soil and cow dung. Performance of all kinds of traditional plastering and mud work (ukusinda). Knowledge of the weaving of the traditional grass rope (ikofe). Understanding and ability to perform mural indigenous IsiNdebele paintings (ukugwala). Cleaning of the traditional huts and homestead inside and the surroundings. Demonstrations of traditional indigenous way of living to the cultural village tourists.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/288</u>	:	<u>CLEANER REF NO: DCSR/27/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Ethandukhanya Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za

<u>POST 21/289</u>	:	<u>CLEANER REF NO: DCSR/28/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Botleng Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/290</u>	:	<u>CLEANER REF NO: DCSR/29/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Zithabiseng Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 21/291</u>	:	<u>CLEANER REF NO: DCSR/30/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Barberton Musuem
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to recruitment@gcis.gov.za

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Tel No: (018) 200 8258 OR email to the relevant e-mail address associated with the post applied for.
- CLOSING DATE** : 04 July 2025
- NOTE** : Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Parts B: All fields except date of birth and ID number. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA), (Only when shortlisted). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via

this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

<u>POST 21/292</u>	:	<u>CHIEF DIRECTOR: DISTRICT COORDINATION AND GOVERNMENT FLEET REF NO: 06/2025/26</u> Chief Directorate: District Coordination and Government Fleet This is a re-advertisement; candidates who previously applied are encouraged to reapply)
<u>SALARY</u>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Public Administration/Administration /equivalent qualification at NQF 7 as recognised by SAQA coupled with five (5) years' experience at senior management level within Administration. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge of Public Financial Management Act and its Regulation. In depth knowledge of Public Service Act. Broad knowledge of Public Service Regulation and its Regulation. Broad knowledge of Infrastructure Management. Knowledge of Technical Standards/Procedures. Knowledge of South African Police Service Acts and also knowledge that governs Traffic Operations. Knowledge of Managerial Functions. Skills: Ability to interact professionally and effectively with diverse stakeholders. An innovative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Investigation, Excellent report writing, research, analytical thinking, decision making and problem solving skills. Client oriented and customer focus and results driven. High level communication and presentation skills. Ability to interact at both strategic and operational level. Ability to work under pressure. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Oversee the monitoring and evaluation of effectiveness and ensure efficiency to the Provincial Secretariat for Police Service. Ensure monitoring and control of Transport Regulations. Ensure the efficiency of Transport Operations in the District. Oversee the management of Government Motor Fleet. Coordinate District Corporate Services function. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Dr. H Kekana Tel No: (018) 200 8001 E-Mail address: CSTMrecruitment03@nwpg.gov.za Male candidates are encouraged to apply
<u>POST 21/293</u>	:	<u>CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: 07/2025/26</u> Chief Directorate: Transport Operations This is a re-advertisement; candidates who previously applied are encouraged to reapply)
<u>SALARY</u>	:	R1 436 022 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng Grade 12 Certificate. A relevant (NQF level 7) qualification in Transport Management, Transport Economics or Transport Logistics/equivalent qualification at NQF 7 as recognised by SAQA coupled with five (5) years' experience at senior management level (SL13) within the Transport Environment. Computer Literacy. A valid driver's license. Knowledge: Broad knowledge and understanding of Government Policies and other relevant prescripts. In depth knowledge of legislative prescripts governing Transport Sector. Ability to conceptualise policy and apply it successfully. Policy analysis

and interpretation. Skills: Ability to interact professionally and effectively with diverse stakeholders. An innovative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable, Excellent report writing, analytical thinking, decision making and problem-solving skills. Client oriented and customer focus and results driven. High level communication and presentation skills. Ability to interact at both strategic and operational level. Computer Literacy. Ability to work under pressure. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

- DUTIES** : Oversee the development and maintenance of Transport policies, legislations, information systems as well as the planning process thereof. Oversee the management of Transport Operations within the province. Manage Public Passenger and Leaner Transport Subsidized Contracts. Oversee the implementation and maintenance of Provincial Aviation matters. Oversee the management, monitoring and regulation of Public Transport in the province. Ensure the successful empowerment, capacitation, and liaison with all Public Transport Stakeholders. Manage and control all the resources within the Chief Directorate. Provide Strategic Leadership.
- ENQUIRIES** : Dr H Kekana Tel No: (018) 200 8001
- APPLICATIONS** : E-Mail address: CSTMrecruitment04@nwpg.gov.za
- NOTE** : Female candidates are encouraged to apply

DEPARTMENT OF PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in terms of equity plan preference will be given to Disabilities, Youth, Females in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All Applications must be submitted online, Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or addressed to: Human Resource Manager, Public Works and Roads, Private Bag X2080, Mmabatho, 2735. Use the correct E-mail: DPWRHORECruit@nwpg.gov.za
- FOR ATTENTION** : HRM Recruitment - Mr. M.E Khauoe
- CLOSING DATE** : 04 July 2025 (posted/handed, e-mailed applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online will, as a rule not be accepted).
- NOTE** : Please note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Curriculum Vitae only be in PDF format, as one document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service, Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of declaration must be signed, dated and initialled only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in sequential period. Outline or provide the sufficient information about related experience and key responsibilities with respective dates and include three (3) names contactable referees. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth/ work permit, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the required information. Part F is compulsory to be completed for applicants seeking re- employment into Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Senior Management Pre-entry

Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: <https://www.thensg.gov.za>. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. NB: Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

MANGEMENT ECHELON

POST 21/294 : **DIRECTOR: PLANNING AND INFORMATION REF NO: H/O 12/2025 (X1 POST)**

Re-advert, applicants who previously applied are encouraged to apply.

SALARY
CENTRE
REQUIREMENTS

: R1 216 824 per annum (Level 13), an all-inclusive remuneration package
: Head Office – Mahikeng
: Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Financial Management/ Financial Accounting/ Auditing/ Cost Management and Accounting/ Property Studies/ Town & Regional Planning/ Real Estate/ Property Valuation. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/ senior managerial level. A valid driver's license. Knowledge: Knowledge of the North West Land Administration Act, Government Immovable Asset Management Act (GIAMA), Public Service Regulation, Public Service Act, Supply Chain Management Practices, Government procurement systems and related legislation (e.g. PPPFA and PFMA), Treasury Regulations, Minimum Information Security Standards (MISS) Act. Understanding of building management legislation. Competencies in terms of the SMS Competency Framework. Compliance with the Occupational Health and Safety Act. Knowledge of labour intensive mode. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.

DUTIES

: Manage the immovable asset management policies and strategies. Design and maintain the Provincial Asset Register System. Co-ordinate vesting of properties. Manage proclamations and inherent legislation. Manage financial assets accounts and reporting. Manage the property payments. Manage the administration of the Provincial Residential Housing Portfolio. Co-ordinate the review and update of residential lease database. Co-ordinate tenants verification process during and after allocation process. Develop policies and procedures for the management of state owned residences. Ensure effective co-ordination and administration of residential leases at District offices. Manage land administration and administer town planning services. Manage commercial lease and implement alternative acquisition strategies. Manage the resources in the Directorate.

ENQUIRIES

: Dr. NMG Mfikwe Tel No: (018) 388 2426

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 21/295 : **MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICAL GENETICS)**

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Medical Genetics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Medical Genetics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Medical Genetics. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Medical Genetics. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Medical Genetics. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy. Strong ethical principles. Knowledge of relevant medico-legal matters. Leadership and organisational skills. Interpersonal skills. Ability to initiate own research projects and supervise research projects. Relevant clinical and counselling skills. Experience of under- and postgraduate teaching in the health sciences. Excellent written and verbal communication skills. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.

DUTIES : Provide comprehensive clinical care to patients with genetic defects or congenital anomalies, including cascade testing. Examination of pregnancy losses and arrange appropriate testing with view of future counselling. Provide comprehensive genetic counselling. Provide advice to doctors and other health professionals including pro-active education and guidance. Provide advice on laboratory investigations and review laboratory results. Supervise and provide training to registrars. Assist with training of under- and postgraduate students across service platform. Develop, implement and supervise research projects. Perform appropriate outreach screening and counselling services.

ENQUIRIES APPLICATIONS : Prof. S. Moosa Tel No: (021) 938-4217/9218
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Medical Genetics with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 04 July 2025

<u>POST 21/296</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital (X2 Posts) Worcester Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. Competencies (knowledge/ skills): Ability to oversee and report on all radiological studies and procedures. Preferred special interest in musculoskeletal radiology. Work with a team of hospital clinicians to optimise patient services. Knowledge and understanding of relevant legislation, hospital procedures and policies. Excellent written and verbal communication skills. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime and community outreach.
<u>DUTIES</u>	:	Clinical imaging service provision in reporting and of all imaging modalities. Ensure maintenance of quality care standard in radiology services. Guide staff, teaching, training and supervision of staff. Efficient use of resources, manage assets, consumables and services effectively.
<u>ENQUIRIES</u>	:	Prof C Ackerman Tel No: (021) 938-5622
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Radiology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/297</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified

	employees) as Medical Specialist in Psychiatry. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/ skills): Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy (MS office: Word, Excel, Outlook). Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry (all age groups). Ability and experience in teaching.
<u>DUTIES</u>	: Specialist psychiatric care to patients (all age groups) at George Regional Hospital and at selected major referral centers in the Garden Route & Central Karoo districts (Rural East Ecosystem/REE). Support referral centers in the REE by doing outreach visits and consultations on various communication platforms. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Do appropriate research to stay abreast of service and clinical developments.
<u>ENQUIRIES</u>	: Dr BE Boon Tel No: (044) 802-4528, Email: Bernice.Boon@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Shortlisted candidates will be subject to a practical test. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. The concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/298</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)</u>
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthesiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/ skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.

<u>DUTIES</u>	:	The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Build and maintain Departmental team spirit and development. Organise and contribute to the anaesthetic skills training courses. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management.
<u>ENQUIRIES</u>	:	Ms C Wyngaard Tel No: (021) 404-5004
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/299</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 093 611 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Current registration with SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid driver's licence (code B/BE) Prepared to register as a tutor with SAPC as a pharmacist. Willingness to perform after hour callouts. Competencies (knowledge/skills): Computer literacy in the Microsoft Office Package. Appropriate experience in dispensing management, clinical pharmacy and Pharmacy and Therapeutic Committee Management and Human Resource management. Ability to work under pressure and maintain a high standard of professionalism. Appropriate experience as a pharmacist in a hospital environment. Appropriate supervisory experience as a pharmacist. Knowledge of Pharmacy Act 53 of 1974 as amended, Medicines and Related Substance Control Act 101 of 1965 as amended, GPP, Public Finance Management Act and Supply Chain processes. Knowledge of and ability to comply with an applicable legislation. Knowledge of Dispensing Management, Clinical Pharmacy Management and Pharmacy and Therapeutic Committee Management especially in the area of evidence-based medicine and Pharmacovigilance. Good interpersonal, organisational and communication skills.
<u>DUTIES</u>	:	Providing an effective Pharmaceutical Service, clinical and management functions. Ensuring effective Pharmaceutical Service is being provided to hospital patients by implementing and monitoring work procedures, policies and guidelines. Facilitating a comprehensive dispensing process, including the approval of items that are not on the provincial code list. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy complex and the hospital. Conversing with clinicians, Head of Departments as well as Senior Hospital Management. Monitoring and facilitating the Medicine Supply Management. Monitor and report on medication errors/interventions in accordance with Quality Assurance requirements. Facilitating and monitoring research. Monitor and report on statistical data quality and maintain data integrity and liaise with Finance and Supply Chain Management and Information Management to assist with adherence to budgetary control and promote rational drug use. Assisting with the development and implementation of Standard Operating

		Procedures. Monitoring and facilitating the training and development of pharmacy staff.
<u>ENQUIRIES</u>	:	Ms E Silence Tel No: (021) 940 4402
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. assessment. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants for the post will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/300</u>	:	<u>PHARMACY SUPERVISOR GRADE 1</u> Metro Health Services
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Du Noon CHC, Southern Western Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Current registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Willingness to tutor staff. Valid Driver's License (Code B\EB or equivalent). Competencies (knowledge/ skills): Computer literacy (MS Word, Excel, Power Point and Outlook). Sound Management, communication and conflict handling skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Appropriate knowledge of National and Provincial Health Policies and the Pharmacy Act 53 of 1974.
<u>DUTIES</u>	:	Manage and ensure effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) for all pharmaceuticals for the facility and linked services in the community-based platform. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational medicine use by implementing provincial policies. Update/ Adapt SOPs for own facilities. Represent the pharmacy department at management level (meetings, strategic planning) and allocate pharmacy resources for research when required.
<u>ENQUIRIES</u>	:	Mr A Joseph Tel No: (021) 202-00981
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/301</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R1 028 091 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to be on call and available in cases of emergency. Competencies (knowledge/ skills): Knowledge of the relevant statutory and policy frameworks. Knowledge of quality assurance, infection

	prevention control and occupational health and safety. Demonstratable knowledge and experience of human resource and financial management. Good organizational, interpersonal, leadership, research and creative problem-solving skills. Ability to communicate (written and verbal) and the ability to work on MS packages (Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	: Provide guidance and leadership towards the realization of strategic goals and objectives in participation with the executive management team. Provide professional, technical and management support for the provision of high-quality patient care through the management of nursing care programs. Develop and monitor the implementation of nursing policies, programmes regulations, practices, procedures and standards pertaining to nursing care. Responsible for clinical governance for nursing services and advocate to ensure the promotion of nursing ethos and professionalism. Ensure the efficient financial planning, control, and effective use of resources in areas such as procurement, budget control, assets and service prioritization. Comprehensive human resource management, including staff development, motivation and performance improvement. Utilizing technology and other information systems to collect, monitor and analyse data to enhance service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork to the benefit of holistic patient care. Able to apply stakeholder engagement, change management and continuous improvement principles to the benefit of the patients and staff of Paarl Hospital.
<u>ENQUIRIES</u>	: Mr FM van der Watt Tel No: (021) 860 2508 or Francois.vanderwatt@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Candidates may be subjected to a competency and practical test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/302</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	: Lady Michaelis CDC, Southern Western Sub-structure : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: A Valid driver's licence. Willingness to work within the Geographical area at various facilities.

Willingness to perform Commuted overtime at the 24-hour facilities as well as ability to work after-hours. Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care and other chronic diseases, women and child health care and management of emergencies and acute presentations. Comprehensive, evidence based, direct patient-centred clinical service provision at a primary care level. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.

<u>DUTIES</u>	:	Provide quality clinical care to outpatients and emergency clients presenting at primary care facilities in Southern Western Substructure. This includes chronic care, HIV and TB, women and child health, undifferentiated clients and emergencies. Participate in skills transfer and training and development activities. Active involvement in clinical governance activities at the facility and in the substructure. Leadership and management at facility level.
<u>ENQUIRIES</u>	:	Dr K Murie Tel No: (021) 797-8451
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/303</u>	:	<u>CLINICAL PSYCHOLOGIST</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R872 709 per annum Grade 2: R1 014 705 per annum Grade 3: R1 174 848 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with a Professional Council: Registration with the HPCSA as a Clinical Psychologist. Experience: Grade 1: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Computer Literate. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/ skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the

		Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings.
<u>DUTIES</u>	:	Provide high-quality clinical psychological services, including assessment, diagnosis, and evidence-based psychotherapeutic interventions for individuals, groups and families. Ensure the delivery of comprehensive mental health care covering treatment, prevention, promotion and protection for mental health care users and vulnerable groups, while upholding professional and ethical standards. Establishing referral pathways, managing referrals, and collaborating with multidisciplinary teams and other stakeholders. Contribute toward rounds and programs, participate in service planning and evaluation, and provide supervision, mentoring, and training to health workers, Registered Counsellors, and junior doctors.
<u>ENQUIRIES</u>	:	Ms V Lomas Tel No: (021) 850 4700
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/304</u>	:	<u>ASSISTANT MANAGER NURSING AREA: GENERAL (NIGHT SHIFT DUTY)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as Professional Nurse with Psychiatry. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Psychiatry. Experience: A minimum of 8 years appropriate/recognisable nursing experience after registration as Professional with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work shifts, day/night, public holidays, weekends as required. Valid (Code B/EB) drivers' licence. Competencies (knowledge/ skills): Computer literacy (MS Word and Excel) and report writing skills. Demonstrate an in-depth knowledge of nursing, public service legislation, human resources and financial management. Good interpersonal, leadership, communication skills and a strong sense of responsibility.
<u>DUTIES</u>	:	Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the area being managed. Management of information systems through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.
<u>ENQUIRIES</u>	:	Mr M Njongonkulu Tel No: (021) 503-5077
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025

<u>POST 21/305</u>	:	<u>ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)</u> West Coast District
<u>SALARY</u>	:	R693 096 per annum, (Plus, an 8% non-pensionable rural allowance of your basic annual salary)
<u>CENTRE</u>	:	Citrusdal Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 8 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / recognisable experience at management level. Inherent requirements of the job: Must be prepared to work overtime, day or night duty, when the need arises. Valid Driver's license (Code EB), and willingness to drive. Competencies (knowledge/ skills): Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Computer literate (MS Word, Excel PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System and Health implementation thereof as well as experience in office administration, human resources, finance, supply chain management and support services. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Provide leadership and co-ordinate the nursing services within designated levels of care. Manage human resources and financial resources. Manage nursing research, nursing practice development and training programmes. Clinical governance and realisation of strategic goals and objectives of the Nursing Division. Manage nursing quality assurance programme and develop nursing policies.
<u>ENQUIRIES</u>	:	Dr C Adams Tel No: (022) 482-2166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/competency test. The pool of applicants will be considered for similar vacant posts within the Cederberg Sub-district for a period of three months.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/306</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY: PSYCHIATRY</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science in terms of R212. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Psychiatry. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to work shifts (day and night), weekends and public holidays as required. Competencies (knowledge/ skills): Demonstrate a good understanding of People Management, Financial and material policies, protocols and practices. Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet).
<u>DUTIES</u>	:	Provide leadership, management, supervision and good clinical governance of nursing services. Provision of holistic and quality nursing care that is inclusive of IPC/OHS compliances and patient centered within the parameters of professional, legal and ethical practices as guided by SANC. Effective management of human and financial resources and compliance to policies, protocols and practices. Effective adherence to quality assurance requirements and improvement strategies in the execution of quality nursing care and clinical

		governance. Provide effective management support to nursing service, hospital management including afterhours coverage and night duty.
<u>ENQUIRIES</u>	:	Mr M Njongonkulu Tel No: (021) 503-5077
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/307</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years' appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General nursing. Inherent requirements of the job: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arise. Competencies (knowledge/ skills): Ability to work under pressure and in a multi - disciplinary team context. Skilled nursing clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; and the ability to facilitate training. Knowledge and insight into legislation and policies, relevant to current nursing practice within the Public Service. Basic computer literacy (MS Word, Excel and Power Point).
<u>DUTIES</u>	:	Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Develop and implement practice standards, protocols and indicators for quality improvement. Evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology. Data collection analysis and interpretation. Facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit. Conduct health education and promotion. Promote and maintain constructive working relationships with all stakeholders.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: (021) 850-4752
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/308</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work to work shifts, day/ night duty, public holidays, weekends as required. Competencies (knowledge/ skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. The ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing

		care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide leadership, management, governance and supervision of nursing services. Ensure the provision of optimal, holistic nursing care within the parameters of professional, legal and ethical practices. Effectively manage human and financial resources with emphasis on compliance of policies, practice and protocols. Ensure effective adherence to quality improvement strategies in the execution of quality nursing care and clinical governance. Provide effective management support to nursing services, hospital management including afterhours coverage and night duty.
<u>ENQUIRIES</u>	:	Mr M Njongonkulu Tel No: (021) 503 5077
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/309</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse and current registration (i.e. annual licencing receipt of 2025). Experience: A minimum of 7-years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, overtime, after hours hospital cover, weekends, and Public Holidays as required. Valid Code B/EB driver's license. Competencies (knowledge/ skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills. Maintain constructive relationships with members of the multidisciplinary teams. Computer literacy (Word, Excel, PowerPoint and Outlook). Basic financial management skills. Good communication (verbal and written) skills.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Mr I Plaatjies Tel No: (021) 360-4522
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a competency/practical and oral assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/310</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: MIXED WARD)</u> Garden Route District
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse and midwife. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Competencies (knowledge/ skills): Good managerial, supervisory, basic computer (MS Office, Outlook and Teams) and decision-making skills. Ability to function independently as well as part of a multi-disciplinary team. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Effective interpersonal, leadership, decision making and conflict resolution skills.

DUTIES : Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, consumables and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service Department and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms CG Wagener Tel No: (044) 302-8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

CLOSING DATE : 04 July 2025

POST 21/311 : **UNDERGRADUATE LECTURER NURSING GRADE 1 TO 2**

SALARY : Grade 1: R476 367 (PN-D1) per annum

Grade 2: R583 989 (PN-D2) per annum

CENTRE : Western Cape College of Nursing Boland/Overberg

Southern Cape Karoo and Metro Campus

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife with Psychiatry (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse, Midwife and Psychiatry Nurse where applicable. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making/problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy. Possess good communication (written and verbal) and presentation skills.

DUTIES : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the

	Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
<u>ENQUIRIES</u>	: Dr Magerman Tel No: (021) 684 1202, Dr S Mottian Tel No: (044) 813 1993 (Southern Cape/Karoo Campus)
	Ms L Strauss Tel No: (023) 814 0090 (Boland/Overberg Campus)
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar posts within the Western Cape College of Nursing for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/312</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE) (X4 POSTS)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: New Somerset Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/ skills): Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Ability to function/make decisions independently and as part of a multi-disciplinary team. Practical knowledge and experience in the operating theatre. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of Major Incident Disaster Plan.
<u>DUTIES</u>	: Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialised care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective utilization of resources.
<u>ENQUIRIES</u>	: Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who

are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. The pool of applicants will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/313</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 SPECIALTY: PSYCHIATRY (CLINICAL NURSE TRAINER)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Alexandra Hospital Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse with Psychiatry. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a Professional Council: Current registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognisable experience in the Psychiatry after obtaining the relevant 1 year post basic qualification required for Psychiatry. Inherent requirements of the job: Willingness to provide relief duties on weekends and public holidays or when required. Valid Drivers' licence (Code B/EB). Competencies (knowledge/ skills): Computer literacy. Knowledge of relevant legislation and policy related to Nursing training and skills development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Appropriate and recognisable experience in training of nurses.
<u>DUTIES</u>	:	Facilitate and teach all training in relation to mental health and development programmes of the nursing and support personnel in the Nursing Component as well as other departments as required. Facilitate all induction and mentorship programmes in conjunction with HRD. Facilitate in-service training, skills update and competencies and skills of nursing personnel in mental health services. Facilitate developmental research in nursing science with specific interest in mental health nursing science. Facilitate student education and training with accredited service providers and tertiary institutions as well as placement to ensure achievement and maintenance of competence. Deliver a support service to the Nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Njongonkulu Tel No: (021) 503 5077 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/314</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	PHC Support & Outreach George Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/ skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Knowledge in the use of clinical equipment and control of budget levels.
<u>DUTIES</u>	:	Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the George Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus Tel No: (044) 814 - 1100
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: in Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/315</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: THEATRE) (X17 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14

		years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. -Willingness to rotate through various theatres if and when required. Competencies (knowledge/ skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing speciality. Strong leadership and interpersonal skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms F Baartman Tel No: (021) 938 4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/316</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work after-hours overtime and perform standby duties. Competencies (knowledge/ skills): Good communication skills. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives,

	educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES APPLICATIONS</u>	: Ms JA Mahlangu Tel No: (044) 604 6104
	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/317</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: CLINICAL NURSE TRAINING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE REQUIREMENTS</u>	: Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/ skills): Good written and verbal communication skills. Knowledge of procedures and processes related to nurse training and education. Knowledge and understanding of nursing code of ethics and professional practice of the SANC. Knowledge of PMTCT, IMCI, RTHB, MBFI, PFP, PFC, HCT, Post Natal care and Presentation skills desirable. Ability to function independently as well as part of a multidisciplinary team. Computer literacy essential (Ms Word, PowerPoint, Excel and Outlook). Willingness to work after hours. Appropriate and recognisable experience in training of nurses.
<u>DUTIES</u>	: Facilitate and teach the clinical programs developed for the Maternal and Child Health Stream. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses Evaluate / assess the competencies and skills of nursing personnel in the Maternal and Child Health stream to ensure safe and competent nurses. Assist with effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M Bennett Tel No: (021) 360 4345
	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/318</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Albertinia Clinic, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and midwife. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics/Mobiles in the Sub-district. Competencies (knowledge/skills): Good communication skills (verbal and written). Problem solving, report writing, liaison and facilitation skills. NIMART training or experience. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	:	Ms E Braaf Tel No: (028) 713-8644
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care (R48). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/319</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Delft Community Health Centre (X1 Post) Ruyterwacht Community Day Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver's licence and willingness to travel. Willingness to work after hours. Competencies (knowledge/ skills): NIMART training or experience. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Treatment of patients on Primary Health Care level with regards to Curative Services, Communicable Diseases, Mental Health and Chronic Diseases within the scope of practice. Render effective child and school health services, including the integration of nutritional services, within the scope of practice. Render effective Women's Health including Antenatal services within the scope of practice. Assist with management and execution of all relevant HAST Programmes (TB, STI and HIV/AIDS). Work as part of the multi-disciplinary team to ensure quality, promotive, preventive and curative Primary Health Care delivery. To be an advocate for patients to ensure the provision of quality Health Care necessary.

ENQUIRIES : Ms. R Rula Tel No: (021) 954 2237 - Delft CHC and Mr. R Arendse Tel No: (021) 810 7899 – Ruyterwacht CDC.

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for other vacant similar posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 04 July 2025

POST 21/320 : **CHIEF LANGUAGE PRACTITIONER**
Directorate: Communications

SALARY : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year degree in Translation and Editing with English- Afrikaans language combination. Experience: Appropriate experience in translation, editing, proofreading and project management in a public sector communication context. Inherent requirement of the job: Valid (EB) driver's licence. Willingness to travel and work after hours. Competencies (knowledge/skills): Proven ability to manage the delivery of language services, including translation, editing and proofreading. Excellent verbal and written communication skills in English and Afrikaans. Sound knowledge of language policy implementation within the public service. People management and workflow coordination abilities. Analytical and problem-solving skills. Fluency in English and Afrikaans. High levels of computer literacy (MS Office / Office365; Adobe InDesign advantageous). Strong interpersonal and project management skills. Ability to work under pressure and manage competing priorities. Excellent attention to detail.

DUTIES : Manage the translation, editing and proofreading services of the Language Unit. Oversee project management and workflow for language services. Supervise and support language practitioners within the unit. Ensure alignment

		with the language policy of the Western Cape Government. Maintain quality standards across all language outputs. Provide strategic support to the DD: Strategic Communication.
<u>ENQUIRIES</u>	:	Mr D Evans Tel No: (021) 483- 3080
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/321</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1 TO 3</u> Chief Directorate: Rural Health services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Inherent requirements of the job: Render a 24-hour service as determined by the department. Willingness to rotate between the different radiology modalities in the department. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Diagnostic Radiography. Experience: Grade 1: None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/ skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge and experience in mammography with breast ultrasound HPCSA accreditation. Knowledge and experience in CT. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	:	Produce radiographs of optimum quality with good patient care. Maintain IER of Equipment and perform QC tests. Participate in an after-hour service of the department. Safe use and care of equipment. Assist with administrative duties in radiology, support supervisor and participate in teambuilding. Assist with training of community service radiographers and students. Maintain professional growth/ethical standards and self-development and participate in continuing professional development activities.
<u>ENQUIRIES</u>	:	Ms EM Dreyden Tel No: (023) 348-1129
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/322</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's licence. Competencies (knowledge/ skills): Appropriate experience working with persons with disabilities as a physiotherapist in a healthcare setting. Basic to intermediate therapeutic knowledge and skills in the management of clients with neurological deficits. Ability to be flexible and innovative in response to differing client needs and work within the MDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOH ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students.
<u>DUTIES</u>	:	Provision of Physiotherapy services in the specialist field of rehabilitation at WCRC and associated facilities. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.
<u>ENQUIRIES</u>	:	Ms A.M. Visser Tel No: (021) 370-2351
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/323</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Radie Kotze Hospital, Bergirver Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year national diploma or degree. Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/ skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regards to Human Resource Administration and Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
<u>ENQUIRIES</u>	:	Mr M Julius Tel No: (022) 913-1337
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/324</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (HOSPITAL FEES AND ADMISSIONS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	:	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 focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Hospital Fees/Patient Administration environment. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to rotate within the Hospital fees department when necessary. Willingness to work scheduled hours according to operational needs. Competencies (knowledge/skills): Knowledge of Clinicom, Accounts Receivable, UPFS Billing, Cashiers functions and EDI (Electronic Data Interchange). Knowledge of Medical Records & Case Management. Sound knowledge of applicable policies (Treasury Regulations and Financial/PFMA Financial Instructions, UPFS, Memorandum Chapter 18, AO System, delegations and Procedures). Sound knowledge of applicable policies and prescripts re Revenue Generation, Billing, Reception and Medical Records. Computer literacy- (MS Word/MS Excel, Outlook & Internet). The ability to function independently as well as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Supervise the Hospital Fees, Patient Administration and Medical Records Divisions. Authorising/Release of journals on BAS, Clinicom and Accounts Receivable transactions. Authorise/Do Deposit Day Ends and Confirmation of monies banked. Reporting to Region and Head Office on Hospital fees related transactions, In Year Monitoring, Revenue Action Plan and BAS Recon. Manage the Institutions Revenue collection Budget and follow up. Render Administrative support to the Case Manager.
<u>ENQUIRIES</u>	:	Mr S Matthee Tel No: (021) 370-2303
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Short listed candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the

	Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/325</u>	: <u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT SCM (CONTRACT MANAGEMENT/ TRANSPORT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Khayelitsha Eastern Sub Structure Office
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Support service, Supply chain management, reporting and transport management and Contract Management Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/ skills): Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, and MS Office). Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Departmental delegations, AO System and financial reporting. The ability to interpret and apply financial policies, procedures and prescripts. Knowledge of GMT prescripts and policies.
<u>DUTIES</u>	: Responsible for effective support service of supply chain management, contract management and transport services with the Khayelitsha/Eastern Sub-structure, including Hospitals. Ensure timeous and accurate reporting of financial transactions pertaining to accounting and supply chain management including transport and contract management reporting. Effective supervision on GG fleet vehicles and maintenance within Sub-structure. Assist with the procurement of goods and services on behalf of the Sub-Structure Office. Supervision and support services within the component, including the Human Resource Management (HRM) function, discipline, and grievances.
<u>ENQUIRIES</u>	: Mr M Lee Tel No: (021) 360-4649
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant within the Chief Directorate: Metro District Health Services for a period of 3 months from date of advert. Candidates may be subjected to a pre-entry test/practical assessment and formal interview.
<u>CLOSING DATE</u>	: 04 July 2025
<u>POST 21/326</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (NURSE TRAINING RELIEF) (X2 POSTS)</u> Chief Directorate: Rural Health Services (Contract post until 31 January 2026)
<u>SALARY</u>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	: Worcester Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.

<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<u>ENQUIRIES</u>	:	Mr S Bruiners Tel No: (023) 348-1104
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. assessment. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/327</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Prince Albert Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekend, public holidays and night shift. Willingness to rotate to other departments within the hospital when needed. Competencies (knowledge/ skills): Basic skills in MS Word. The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms M Viljoen Tel No: (023) 814-2982
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be

considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/328</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mossel Bay Hospital Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. Registration with a Professional Council: Current registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekend, public holidays and night shift. Willingness to rotate to other departments within the hospital when needed. Competencies (knowledge/skills): The ability to function independently under pressure. Excellent communication skills (both written and verbal). Basic skills in MS Word. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Implement standards, practices, criteria, and indicators for quality nursing (quality of practice).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JA Mahlangu Tel No: (044) 604 6104 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/329</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MIXED WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Helderberg Hospital, Khayelitsha/Eastern Sub-structure Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade

		<p>3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, public holiday, and be on call. Willingness to rotate to different wards according to operational requirements. Competencies (knowledge/ skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Health promotion and team building.</p>
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Sr T Khumalo Tel No: (021) 850-4752
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post." Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before of the interview. This concession is only applicable on health professionals who must apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Professional Nurse General posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/330</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: VARIOUS WARDS) (X14 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to other departments if required. Competencies (knowledge/ skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently.
<u>ENQUIRIES</u>	:	Mrs. F Baartman Tel No: (021) 938-4055
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be subjected to a compulsory competency test.

<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/331</u>	:	<u>ADMINISTRATION CLERK: SUPORT (FACILITY ADMINISTRATION)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate proven experience in dealing with parking administration, access control administration and data capturing. Knowledge of revenue generation audit compliance, handling of revenue, receipt value books and safe Knowledge of Access control systems preferably Softcon, knowledge of parking administration within a government facility. Knowledge of SCM processes. Be physically fit to walk and monitor access and parking enquiries on the estate when required. Must be able to deal with high volume telephone and walk-in enquiries. Inherent requirements of the job: Required to Start At 6am In the Morning. Competencies (knowledge/skills): Knowledge of Access control systems preferably Softcon, knowledge of parking administration within a government facility. Knowledge of SCM processes. Be physically fit to walk and monitor access and parking enquiries on the estate when required. Must be able to deal with high volume telephone and walk-in enquiries.
<u>DUTIES</u>	:	Daily monitoring and reporting on parking and access status on the estate. Attend to applications for parking and access, Manufacture and issuing of access and ID cards. Ensure that monthly payments for parking are submitted and verified. Ensure that all spreadsheets are updated and delivered on due dates. Set up meetings with stakeholders with regards to parking and access. Assist with adhoc duties within Facility Management in relation to disaster management and driving.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K. Oliver Tel No: (021) 404-232
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a competency test on the day of interview.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/332</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Warehouse environment. Competencies (knowledge/skills): Knowledge of/skills in SYSPRO. Organisational skills. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Ensure the effective running of the store/warehouse. Stock Counts: To verify stock holding and identify slow moving stock. Record Management: Proper filing and updating electronic system. Vendor Management: Communicate and manage suppliers. Communication and Liaison: Proper resolution of queries and provide assistance when needed.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Mohamed Tel No: (021) 404-5180
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be required to attend a practical test.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/333</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMIN)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum

<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post Experience: Appropriate experience in Patient Administration. Inherent requirements of the job: Must work 12-hour shifts (day and night), weekends, and public holidays. Comply with internal rotation schedules within the component. Competencies (knowledge/skills): Must be able to work independently or in a team and under supervision. Computer literacy (MS Word, Excel and PowerPoint). Knowledge in Clinicom, UPFS, Hospital Memorandum Chapter 18, PFMA.
<u>DUTIES</u>	:	Handling of state monies. Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum Chapter 18. Responsible for sound cash management. Registration of new patients. Telephone enquiries. Ensure all appointments are captured and admitted daily. Filing and drawing of folders, as well as retrieving and archiving of folders. Ad-hoc admin duties. Support to supervisor and staff members.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Gobeni Tel No: (023) 348-1254
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/334</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321per annum
	:	New Somerset Hospital
	:	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 focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management with specific focus in the Procurement Process. Appropriate experience of Supply Chain Management systems and processes. Inherent requirements of the job: Willingness to work overtime when required to do so. Ability to work in a physically demanding environment. Physical ability to move goods within the Transit Area/Stores, when required to do so. Competencies (knowledge/skills): Computer Literacy in the Microsoft Package. Good communication and interpersonal skills. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions and legislations pertaining to Supply Chain Management. Experience of Supply Chain Management Systems and Supply Chain Management Functions. The ability to work independently and as part of a team.
<u>DUTIES</u>	:	Perform functions related to the Demand and Acquisition of Goods and Services for all FBU's of New Somerset Hospital. Ensure that requests are processed via the Institutional Quotation Committee for approval and that the correct sourcing method is applied. Check and verify correctness of specifications before advertising on the procurement system for non-contract items. Place orders based on the relevant procurement processes completed with service providers & suppliers for goods and services timeously. Communication and feedback between suppliers and end-users in terms of lead times and contract management aspects. Ensure compliance to Prescripts are maintained to all procurement transactions. Provide administrative support to various internal stakeholders of New Somerset Hospital.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Isaacs Tel No: (021) 402-6217
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar vacant posts within the Chief

		Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment. 04 July 2025
<u>CLOSING DATE</u>	:	
<u>POST 21/335</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (FEES/REVENUE DEPARTMENT)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as a passed subject and/or a Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees/Revenue related environment. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS (Clinicom and AR Systems), Finance Instructions, PFMA and Treasury Instructions. Good communication skills and interpersonal abilities. Strong sense of confidentiality.
<u>DUTIES</u>	:	Fees revenue and follow-up administration functions according to PWGC policies and procedures. Handling and Banking of State Money. Collect revenue on outstanding hospital accounts. Provide debt relief. Perform main cashier, general fees administration and account related duties. File, compile stats and perform relief duties. Liaise with patients, all categories of staff and external bodies. Covering for colleagues in areas.
<u>ENQUIRIES</u>	:	Ms S. Gcwabe Tel No: (023) 348-6458
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/336</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Riversdale Hospital, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in electronic patient administration. Inherent requirements of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good communication skills, with internal and external clients (verbal and written), numerical skills and the ability to maintain confidentiality. Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Assessment of patients according to the means test when admitting patients, update patient information, maintain patient appointments and schedule appointments for patients in accordance with Hospital Memorandum 18, UPFS Manuel, CliniCom and Accounts Receivable System. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the CliniCom system. Debtor assessment of patients and data capturing of patient information on the CliniCom system. Drawing of folders.
<u>ENQUIRIES</u>	:	Mr H Crous Tel No: (028) 713-8642
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	04 July 2025

<u>POST 21/337</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS/ARCHIVES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) Experience: Appropriate Medical Records and Archive experience. Appropriate Clinicom experience. inherent requirements of the job: Work 12-hour shifts (day and night), weekends and public holidays. Work overtime when needed to meet operational requirements. Competencies (knowledge/ skills): Knowledge of filing / archiving and disposal of medical records in a Healthcare Environment. Ability to accept accountability and responsibility with good interpersonal and communication skills. Computer literacy, Clinicom, MS Word and Excel. Knowledge of the Records Management Policy, The National Archive and Records Services of South Africa Act and Promotion of Access to Information Act. Ability to work independently with good organizing skills.
<u>DUTIES</u>	:	Render an administrative support service to patients, public, supervisor and staff. Perform Clinicom system transaction to ensure efficient and effective case note tracking. Accurately retrieve, file and sort medical folders on culling list according to relevant acts prescripts. Maintain an effective archiving / disposal system by repairing / listing and scrutinizing case notes due for retention and destruction. Keep accurate record of destruction certificates and lists of medical folders that was sent to the repository for retention. Maintain the Disaster and Downtime Folder Management.
<u>ENQUIRIES</u>	:	Ms M Gobeni Tel No: (023) 348-1254
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/338</u>	:	<u>PERSONNEL OFFICER (HUMAN RESOURCES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R228 321 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resources Management and PERSAL experience. Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/ skills): Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Basic understanding of Human Resource Policies and Practices. Basic analytical skills and interpersonal skills. Organising & planning skills. Professionalism and maintaining confidentiality. Knowledge of OSD prescripts.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to personnel administration, e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of payslips, debt management, grade progressions, and RWOEE Assisting with the SPMS administration for the institution. Responsible for checking documents for compliance and capturing transactions on PERSAL. Responsible for Recruitment and Selection processes, including the verifications of documents and qualifications. Responsible for effective record-keeping, including auditing of personnel and leave records, maintenance and safekeeping of Personnel files, updating registers. Application of general office administration, handling of all personnel enquiries (written and verbal), supervisor support and implementation and application of People Management policies. Assist with labour and grievance statistics and monitoring of processes with regards to Labour Relations. Assist with the informal in-service training of employees.
<u>ENQUIRIES</u>	:	Mr J Levy Tel No: (021) 902-8077
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	04 July 2025

<u>POST 21/339</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Reception Services. Inherent requirements of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities. Competencies (knowledge/ skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Computer Literacy (Microsoft Word, Microsoft Excel, CLINICOM). Good communication skills (written and verbal). Ability to work under pressure with set deadlines. Excellent interpersonal skills / Client care skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision.
<u>DUTIES</u>	:	Handling of state monies. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices. All reception, clinic, ward duties as well as special offices. Working knowledge of CLINICOM. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system.
<u>ENQUIRIES</u>	:	Mr RE Domingo Tel No: (021) 938-4550
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. All shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/340</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u>
		Central Karoo District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Prince Albert Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate practical experience in PERSAL. Inherent requirements of the job: A valid (code B/EB) driver's license. Competencies (knowledge/ skills): Good communication skills (verbal and written). Computer literacy (MS Office: Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings.
<u>ENQUIRIES</u>	:	Ms L Martins Tel No: (023) 814-2994
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/341</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (ACUTE OVERNIGHT WARD)</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse Experience:

		<p>Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend. Willingness to rotate between departments. Competencies (knowledge/ skills): Good interpersonal and communication skills both written and verbally. Ability to work independently, but also as part of a team.</p>
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Effective functioning in a multi-disciplinary team.
<u>ENQUIRIES</u>	:	Mr. M Fortuin Tel No: (021) 918-1276
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/342</u>	:	<u>ARTISAN ASSISTANT</u> Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Perform standby duties and work overtime when required. Must be physically fit to perform duties, to lift and load heavy items, and be of sober habits. Competencies (knowledge/ skills): Conversant with the Machinery and Occupational Health and Safety Act. Computer literacy and good communication skills. Competent with hands-on practical work experience. Ability to learn quickly and adapt to new tasks. Strong attention to detail and committed to deliver quality work.
<u>DUTIES</u>	:	All repairs and general maintenance of equipment and buildings in the hospital. Maintain equipment and work areas in a clean and safe condition. Assist Artisans with maintenance, repairs, planning and installation of projects. Complete and return repair requisitions and further keep a record of all repairs. Assist in ordering and controlling the materials and workshop tools. Train and develop staff, and clean areas where work has been carried out.
<u>ENQUIRIES</u>	:	Ms E Scholtz Tel No: (021) 902 8061
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant within the Chief Directorate: Metro District Health Services for a period of 3 months from date of advert. Candidates may be subjected to a pre-entry test/practical assessment and formal interview.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/343</u>	:	<u>FOOD SERVICES SUPERVISOR</u> Garden Route District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital, Kannaland Sub District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate Food Service Experience in an Industrial Food Services Unit, within a hospital environment. Appropriate

supervisory experience. Inherent requirements of the job: Valid Code B/EB driver's licence Willingness to work shifts (weekends and public holidays). Competencies (knowledge/ skills): Good communication skills (read, speak and write) and numerical skills. Knowledge and skills with regards to the operational procedures in an Industrial Food Services Unit. Appropriate knowledge of WCHD Food Service Policy and monitoring process, hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft Office (Excel, Word and Outlook), (Attach proof or mention it in the CV). Ability to effectively multi-task, function independently and under pressure.

DUTIES : Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement and maintain an effective food services financial management system to ensure that food expenditure remains within the budget. HR related matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.

ENQUIRIES : Mr. E Adcock Tel No: (028) 551-1010
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 04 July 2025

POST 21/344 : **NURSING ASSISTANT GRADE 1 TO 3**
 West Coast District

SALARY : Grade 1: R174 261 per annum
 Grade 2: R203 271 per annum
 Grade 3: R239 559 per annum

CENTRE : Clanwilliam Hospital, Cederberg Sub-District
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years' appropriate/ recognisable experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/ skills): Computer literate (MS Word and Excel) and knowledge of recordkeeping procedures. Ability to accept accountability and responsibility and to work independently.

DUTIES : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilisation of resources.

ENQUIRIES : Mr N Goeieman Tel No: (022) 482-2166
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Cederberg Sub-District for a period of 3 months from date of advert.

CLOSING DATE : 04 July 2025

<u>POST 21/345</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	:	Prince Albert Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty and overtime. Willingness to rotate to other wards within the hospital when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Provide basic nursing care. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Viljoen Tel No: (023) 8142982 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	04 July 2025
<u>POST 21/346</u>	:	<u>TRADESMAN AID (BUILDING: CARPENTRY)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Bellville Mobile Workshop)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the respective fields below. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: (Carpentry, Plumbing, Painting and Building). Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have knowledgeable experience in Building trades.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with the installation equipment and alterations. Ensure that tools and material are available when needed. Ensure areas in workshop /s and working environment is clear of obstructions and cleaned daily. Control over tools and materials. Maintenance and repairs by painting, glazing, skimming installations of Drywalls, ceilings and spray-painting of equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Support in Carpentry Plumbing Painting and Building Departments when required. Assist the Artisan Foreman / Artisan in certain duties assigned. Emergency breakdowns (including after-hour repairs).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JP Louw Tel No: (021) 830-3771 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.

CLOSING DATE : 04 July 2025