



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 OF 2025

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1. Introduction

- 1.1 This Circular is, except during December, published on a weeslyly 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

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that posts of Financial Misconduct Committee Member, Ref. No.: Q9/2026/36, and Financial Misconduct Committee Chairperson, Ref. No: Q9/2026/37, advertised on Public Service Vacancy Circular 20 dated 12 June 2026 with a closing date of 29 June 2026, Please note that the closing date has been extended to 03 July 2026. Apologies for any inconvenience caused.

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DEPARTMENT OF AGRICULTURE (DOA)

- CLOSING DATE** : 10 July 2026 at 16:00
- NOTE** : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.
- ERRATUM:** The Department of Agriculture wishes to inform the public about the withdrawal of advertisement of three (03) positions published in the Public Service Vacancy Circular number 11 dated 27 March 2026. The positions withdrawn are: Chief Director: Natural Resources and Disaster Management (reference: 3/3/1/78/2025); Chief Director: International Relations and Trade (reference: 3/3/1/69/2026); and Director: International Trade Promotions (reference: 3/3/1/70/2025). The Department likes to apologise for any inconvenience this withdrawal might cause.

OTHER POST

- POST 22/01** : **SENIOR AGRICULTURAL SCIENTIST (SENIOR LECTURER) (REF NO: 3/3/1/44/2026)**
Directorate: Grootfontein Agricultural Development Institute
- SALARY** : R487 197 per annum (Level 9)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Agriculture (Animal Production). A Post-graduate Certificate in Education. 3 years supervisory experience. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service. Knowledge of Government policies and priorities in terms of Agriculture Land Reform and Rural Development. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). A strong knowledge of the subject area combined with a broad subject background enabling

		contributions to teaching programmes. Job related skills: Computer skills. Good knowledge of the subject field. Supervisory and management skills. Formal training and presentation skills / facilitation skills. Willingness to work extended hours. The ability to work proactively and under pressure. The ability to work efficiently and effectively at all times. A valid driver's licence. Willingness to travel.
<u>DUTIES</u>	:	Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards which would, inter alia, include the following: Determine the training needs of clients and industrial role players (Liaise with relevant agricultural role players). Identify gaps in the curriculum, review and develop appropriate interventions, e.g. course material / study guides. Compile a curriculum. Ensure alignment of course material with requirements set for academic institutions and practical requirements. Participate in peer reviewing of study material and presentations. Prepare syllabus guides, lesson plans and presentation of practical, theoretical and/or short courses in accordance with the set timetable. Ensure that assessment and moderation of assessments takes place in accordance with the required standards (e.g. Higher Education Quality Committee standards). Develop and implement a capacity building plan. Conduct classes which would, inter alia, include the following: Conduct classes which would, inter alia, include the following. Prepare practical and theoretical lecturing material and study aids. Present lectures and tutorials. Maintain discipline during classes. Compile question papers and memorandums for assessments. Grade answer sheets, papers and assignments. Statistical analysis of results. Invigilate during exams and tests as required. Support students through an advisory and consultative role. Moderation of exams as required. Present short courses / vocational training to Higher Education and Training (HET), Further Education and Training (FET) students and other stakeholders. Liaise with industry at various platforms on different aspects of vocational training. Prepare practical material and study aids. Present practical classes and assessment. Provide oversight, guidance, mentoring and assistance to students and other stakeholders in the planning (strategic, operational, fodder flow and financial) and management (day-to-day livestock operations, data collection and marketing) of production units (mini-farms). Provide oversight to students / stakeholders in the collection, processing and interpretation of data of the production unit. Ensure the provision of sufficient quantity and quality of practical training material and equipment (fleeces, livestock, equipment, etc.). Oversee and conduct applied information research on production units: Do desktop research on subject matter. Identify relevant new information and technology for incorporation in course material. Present findings of research at relevant platforms. Provide verbal and written advice and assistance to farmers in subject field. Perform and oversee administrative and extracurricular functions which would, inter alia, entail the following: Give input towards policy. Involved with planning regarding academic, facilities, financial and other related issues. Compilation of timetables. Perform and oversee administration in terms of classes e.g. attendance registers, student records, exam results etc. Serve on various committees (e.g. subject academic committees etc.). Compile and submit monthly and quarterly reports. Human resource responsibility including Supervise subordinates. Development of subordinates. Maintain discipline. Plan and prioritise work of subordinates. Performance management. Monitor expenditure and utilisation of assets. Comply with the Public Service prescripts.
<u>ENQUIRIES</u>	:	Mr Themba Cebani Tel: (049) 802 6605
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SASrecruit44@nda.gov.za .
<u>NOTE</u>	:	EE Target: African Males and Persons with disability.
<u>POST 22/02</u>	:	<u>SENIOR DRIVER OPERATOR: (REF NO: 3/3/1/45/2026)</u> Directorate: Infrastructure Support
<u>SALARY</u>	:	R201 093 per annum (Level 4)
<u>CENTRE</u>	:	Limpopo (Modimolle)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a NQF level 3 qualification (Grade 10 certificate). Five (5) years 'driving, operating and drilling experience. Job Related Knowledge. Safety: Standards prescribed in terms of statute. Tools: The correct use of tools and equipment. Keep inventory and maintain equipment. Job Related Skills. Good communication skills. Judgement skills. Excellent hearing and vision.
<u>DUTIES</u>	:	Render production services i.t.o. drilling and construction services. Produce boreholes and construct agricultural infrastructure according to specification and recognized standards. Preparation of access roads at construction and drilling sites. Construct, erect and repair existing and new disease control fence. Drilling, testing and repair of existing boreholes. Operating specialized drilling and earthmoving equipment. Transport, load and offload material, goods and equipment. Transportation of officials. Application of safety and precautionary measures. Ensure maintenance of drilling and construction equipment. Ensure compliance with OHS act. Service construction and drilling equipment according

to schedule. Quality assures serviced and maintained equipment. Cleaning and lubrication of machinery and equipment. Inspect and maintain equipment and report defects. Perform administrative and related functions. Keep and maintain job record/register. Keep log sheets of vehicles, drilling and earthmoving-equipment and machines.

ENQUIRIES : Mr Koos du Plessis Tel: (049) 846 8535 / (063) 357 8644
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SDOrecruit45@nda.gov.za.

NOTE : EE Target: African Females and Persons with disability.

POST 22/03 : **TRADESMAN AID: (REF NO: 3/3/1/46/2026) (X6 POSTS)**
Directorate: Infrastructure Support

SALARY : R170 226 per annum (Level 03)
CENTRE : Limpopo (Modimolle)
REQUIREMENTS : Applicants must be in possession an NQF Level 3 (Grade 10 Certificates). No experience required. Job Related Knowledge: No knowledge required. Job Related Skills: Communication skills. Good Interpersonal skills. Organizational skills. Ability to use electrical and hand tools. Ability to work independently. Required to work away from station for prolonged periods (Camp environment).

DUTIES : Manual labour support during the construction of agricultural infrastructure and projects. Preparation of access roads and construction sites. Handling of tools and other construction material and equipment (Including welding). Handling and planting of posts, placing and straining of fence cladding. Perform physical labour and maintenance related tasks including construction of concrete and other structures. Spray herbicides to inhibit the growth of vegetation in and around the office/ camp. Cutting of grass and vegetation with mower to ensure neatness and optimal workspace. Provide reporting and logistical support function. Cleaning of storage facility including premises and gardens. Assist in organizing the yard optimally. Maintenance, safekeeping and repair of premises, buildings, stores, tools and equipment. Compliance with OHS act. Safekeeping, cleaning and maintenance of hand tools and camping facilities (accommodation, ablution and kitchen facilities), stores, vehicles and machines. Rehabilitation of terrain after construction completed. Assist with repairs and emergency breakdowns (including after hour's repairs). Loading and offloading of construction materials. Assist with the on and off loading of material, machinery and vehicles. Assist with the correct weight distribution and spacing of cargo to ensure axle weight allowance not exceeded and safe working conditions. Securing of cargo correctly. Assist with correct storage of offloaded equipment and materials. Providing assistance with stocktaking and record keeping of materials loaded and offloaded in and out of the storage facility. Reporting of movement of hand tools and other equipment in storage (ensure proper paperwork for movement).

ENQUIRIES : Mr Koos du Plessis Tel: (049) 846 8535 / (063) 357 8644
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email TArecruit46@nda.gov.za.

NOTE : EE Target: Africans, Coloureds and Persons with disability.

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department will receive preference, in particular the persons with disabilities and youth.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account. Applications must be submitted with two (2) attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website ([Z83 editable](#)) and 2. A recently updated comprehensive Curriculum Vitae. If either or all of these two attachments are not submitted, the applicant's application will be disqualified. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialed and signed by the applicant.
- CLOSING DATE** : 10 July 2026
- NOTE** : Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: 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://thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

- POST 22/04** : **DIRECTOR: DIGITAL DEVELOPMENT FUND MANAGEMENT (REF: DIRDDFM)**
NATURE OF APPOINTMENT: PERMANENT
- SALARY** : R1 317 384 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria, Hatfield

<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 / Degree in Finance / Economics / Business Management / Fund Management / Engineering or a relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of five (5) years' experience in Finance / Economics / Business Management / Fund Administration / Engineering or equivalent in the related field environment at middle / senior managerial level. Skills / Competencies And Knowledge: Strategic capability and leadership, government administrative processes, people management and empowerment, programme and project management, financial management, change management, innovation and problem-solving, critical thinking, fund management, financial planning and analysis, policy analysis and implementation, stakeholder engagement, relationship management and monitoring and evaluation.
<u>DUTIES</u>	:	The purpose of the post is to manage and provide oversight services for programmes to enhance universal access to support the achievement of the department's strategic objectives. The successful candidate will manage and monitor the design and implementation of the digital development fund policies, programmes and models to enable the delivery of the Universal Services and Access Agency. Manage and facilitate funding projects that improve the necessary infrastructure for digital technologies for broadband networks, connectivity, data centres, smart city technologies, and technical startups. Support digital skills development programmes and support SMMEs of ICTs to improve productivity, sustainability, and competitiveness. Facilitate and support the establishment of funding models and schemes to enable access to universal services. Manage capital provision for startups and existing companies to develop digital technologies and infrastructure. Identify and select projects or companies that align with the fund's objectives. Establish and maintain strategic partnerships with technological companies, educational institutions, government agencies, and international organisations. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources, driving change and operational excellence, and managing and ensuring compliance.
<u>ENQUIRIES</u>	:	Ms N Sekele +2712 427 8599, Ms N Khosa +2712 427 8260, Mr M Cilo +2712 427 8514
<u>APPLICATION</u>	:	Link: CLICK HERE
<u>POST 22/05</u>	:	<u>DIRECTOR: HUMAN RESOURCE PLANNING AND ADMINISTRATION (REF: DIRHRPA)</u> Nature Of Appointment: Permanent
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7/ Degree in Human Resource Management/ Industrial Psychology/ Labour Relations/ Business Management/ Public Administration or a relevant equivalent qualification as recognised by the South African Qualifications Authority. An Honours degree will be an added advantage. A minimum of five (5) years' experience in a Human Capital Management environment at the middle/senior management level. Skills / Competencies And Knowledge: Strategic Capabilities and Leadership, Government Administrative Processes, People Management and Empowerment, Financial, Programme and Project Management, Change Management, Problem solving and analysis, Customer focus, Stakeholder Engagement and Relationship Management. Employee Lifecycle Operations, Talent Management, HR Governance and Compliance, Business Partnering, HCM Business Systems Administration, HCM Policies and Procedures, Workforce Planning and HR Administration.
<u>DUTIES</u>	:	The purpose of the post is to manage and drive the provision of HR planning and administration services. The successful candidate will manage and drive the design, maintenance, and implementation of HR planning, administration, and employment equity policies, plans, systems, guidelines, procedures, processes and governance thereof. Manage initiatives and processes to enhance employee experience by driving and monitoring the delivery of effective and efficient human resource planning and administration services that directly impact the workforce, from talent attraction to off-boarding, making their experience a priority. Manage and monitor the administration of employee information management systems and provide insights and trends to enable data-driven HR reporting and decision-making. Manage and drive processes to define long-term and mid-term HR and EE plans aligned with the business planning cycle and that support execution of the broader business strategy and direction. Manage and monitor the implementation of total rewards and on-time and employee attendance policies, processes, systems, and provide reporting for decision-making and continuous improvement. Manage, maintain and coordinate the review and design of HR delegations of authority and personnel records. Recommend and drive opportunities to enhance improvement and performance. Manage and drive HR

planning, administration and employment equity initiatives to support the business priorities that drive innovation and enhance business processes. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources, driving change and operational excellence, and managing and ensuring compliance.

ENQUIRIES : Ms N Sekele +2712 427 8599, Ms N Khosa +2712 427 8260, Mr M Cilo +2712 427 8514

APPLICATION : Link : [CLICK HERE](#)

POST 22/06 : **DIRECTOR: EMPLOYEE RELATIONS, ORGANISATIONAL DESIGN AND EMPLOYEE WELLNESS (REF: DIRERODEW)**
Nature Of Appointment: Permanent

SALARY : R1 317 384 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An appropriate NQF level 7/ Degree in Operations Management/ Organisational Development/ Labour Relations/ Industrial Psychology/ Human Resource Management or a relevant equivalent qualification as recognised by the South African Qualifications Authority. An Honours Degree will be an added advantage. A minimum of five (5) years' experience in Employee Relations, Organisational Design and Employee Wellness at middle/senior management level with at least 3 years in Employee/Labour Relations environment. Skills / Competencies And Knowledge: Strategic Capabilities and Leadership, Government Administrative Processes, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Problem solving and analysis, Customer focus, Stakeholder Engagement and Relationship Management. Organisational Design, Organisational Effectiveness, HR Governance and Compliance, Business Consulting, HCM Policies and Procedures, Wellness Management, Labour Relations, Organisational Culture Transformation and Change Management.

DUTIES : The purpose of the post is to manage, drive, and facilitate the implementation of employee relations, organisational design and employee health and wellness services and programmes. The successful candidate will manage and drive the development, maintenance and the implementation of employee relations, organisational design and employee health and wellness policies, plans, systems, guidelines, procedures and processes and governance thereof. Manage, coordinate and conduct organisational functionality assessments and drive the review and alignment of the service delivery model and strategy. Manage, review, design and maintain organisational structure and positions to ensure validity, cost effectiveness and consistency and responsiveness to business needs. Manage, facilitate and drive the provision of sound employee relations services, and serve as the chief negotiator on behalf of the Department. Provide sound advice on all ER-related matters/processes, including rights and obligations, and facilitate capacity building programs to empower employees on ER matters and supervisors on discipline management. Manage and ensure the availability of updated and reliable department job architecture, including job families and profiles/descriptions, identifying critical competencies/skills and approved job grades confirmed through job evaluation. Design and drive the implementation of a change management and culture transformation framework, plans, and initiatives aligned with the organisation's values, including the voice of employees and the employee value proposition. Manage and promote the design and implementation of productivity and wellness management services programmes, including counselling, life management, referral, advocacy, awareness and education interventions. Advise management, recommend, and drive opportunities to enhance performance and create fit-for-purpose OD and EHW functions. Advise, manage and drive organisational design, employee relations, and health wellness initiatives to support the business priorities that drive innovation and enhance organisational performance. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources, driving change and operational excellence and managing compliance.

ENQUIRIES : Ms N Sekele +2712 427 8599, Ms N Khosa +2712 427 8260, Mr M Cilo +2712 427 8514

APPLICATION : Link: [CLICK HERE](#)

POST 22/06 : **DIRECTOR: SOE INVESTMENT MANAGEMENT (REF: DIRSOEIM)**
Nature Of Appointment: Permanent

SALARY : R1 317 384 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An appropriate NQF level 7 qualification in Accounting / Financial Management / Economics / Finance / Development Finance / Development Studies or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of five (5) years' experience in Business Investment environment at middle / senior managerial level. Skills / Competencies And Knowledge: At an advanced level in - Strategic capability and leadership, Government administrative processes, People management and empowerment, Programme and project management, Financial management, Change management, Analytical and problem-solving skills. Technical Competencies: Risk management, Transaction structuring and execution, Commercial and company law, Capital allocation, Financial reporting and analysis, Budgeting and cash flow control, Project finance, Broad based black economic empowerment.

DUTIES : The purpose of the post is to manage, facilitate and support the investment strategies and initiatives and financial sustainability of SOEs. The successful candidate will manage the Investigation/research of policy, local and international guidelines appropriate to investment in SOEs and funding thereof and establish an investment and capital structuring governance framework aligned with government policy and priorities. Manage the assessment of investment strategies, initiatives, CAPEX projects, mergers and acquisitions, including applications in terms of Section 54 of the PFMA, for financial viability, recommend and support implementation for the sustainability of SOEs. Manage the Investigation/research, assessment and support for appropriate capital structuring strategies, equity and debt (including repayments) and requirements for state funding allocation and guarantees. Support the implementation and monitor progress of capital structuring strategies and CAPEX projects, mergers and acquisitions, assess performance and risks (including cost escalations and time delays) and recommend. Manage the facilitation of the appropriate funding (MTEF, Guarantees, Adjustment Estimates of National Expenditure) of Telecommunications & IT Sector SOEs and monitor their financial sustainability. Manage the analysis of financial reports to monitor financial accountability, transparency and risks of the SOEs on investments, CAPEX and capital structures and support compliance with applicable financial reporting standards and regulations. Manage the processes of facilitating the Minister's execution of oversight responsibilities over the BBBEE Council, including analysis of reports and making recommendations. Contributing to key result areas such as strategic functional leadership, manage financial resources, driving change and operational excellence and manage compliance.

ENQUIRIES : Ms N Sekele +2712 427 8599, Ms N Khosa +2712 427 8260, Mr M Cilo +2712 427 8514

APPLICATION : Link : [CLICK HERE](#)

OTHER POSTS

POST 22/08 : **DEPUTY DIRECTOR: SOE GOVERNANCE (REF: DDSOEG)**
Nature Of Appointment: Permanent

SALARY : R932 292 per annum (Level 11) (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An appropriate NQF level 7 qualification in Auditing / Law / Accounting / Finance / Commerce or a relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of five (5) years' experience in Corporate Governance / Compliance / Law / Auditing / Finance field at Assistant Director level/middle management, of which three (3) years must be in an oversight environment relating to corporate governance or audit. Skills / Competencies And Knowledge: Companies Act 71 of 2008, good corporate governance practices framework, planning and co-ordination, review of governance documents / process, review of risks and controls, monitoring / assessment of compliance, basic research, teamwork, management of human resources, analytical thinking, attention to detail, problem-solving skills, report writing, verbal communication, report presentation, sound judgement and ethical.

DUTIES : The purpose of the post is to provide technical analysis, monitor, coordinate and prepare submissions / reports in relation to the provision of SOE corporate governance oversight services. The successful candidate will conduct benchmarking of policies, laws, standards and best practice frameworks appropriate to governance of SOEs and develop / review the DCDT SOE governance framework, standard operating procedures, as well as shareholder compacts, governance agreements and memoranda of incorporation relating to SOEs. Coordinate and implement processes relating to the appointment and remuneration of SOE board members and prepare recommendations. Analyse SOE submissions relating to the appointment and remuneration of top executives (e.g. CEOs, CFOs) and ensure compliance with related prescripts, policies and frameworks. Coordinate and implement processes supporting the Minister's

participation in Annual General Meetings of SOEs, including analysis of annual reports, shareholder resolutions and related submissions and prepare recommendations. Implement processes for tabling of SOE annual reports in Parliament. Facilitate processes for conducting board and committee evaluations and monitor implementation of governance improvement plans. Analyse governance performance and compliance reports from SOEs relating to performance targets agreed to in the shareholder compacts and governance agreement, and prepare a report on the outcomes and recommendations. Facilitate processes for conducting investigations into all allegations of irregularities/misconduct (e.g., corruption, fraud, unethical behaviour, etc.) in SOEs, and monitor the implementation of recommendations and interventions. Contribute to key results relating to the job environment, such as project management, operational excellence, compliance and stakeholder relations.

ENQUIRIES

: Ms N Sekele +2712 427 8599, Ms N Khosa +2712 427 8260, Mr M Cilo +2712 427 8514

APPLICATION

: Link: [CLICK HERE](#)

DEPARTMENT OF CORRECTIONAL SERVICES



APPLICATIONS : Send your complete application to: Free State And Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can submit your application online at: <https://careers.dcs.gov.za/>. Contact persons: Ms Mokuni NJ/ Ms Molutsoane N/ Ms. Ramncwana B/ Ms Radebe T (0823069027). Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date

CLOSING DATE : 13 July 2026 @ 15:45.

NOTE : All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. 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, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. The Z83 application form must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please submit a complete application for the post you apply for and attach your supporting document on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Preference may be given to suitably qualified applicants who are currently employed at Mangaung Correctional Centre, based on relevant qualifications, experience and operational requirements. Experience at Mangaung Correctional Centre will be considered an added advantage. Successful candidates who are currently employed at Mangaung Correctional Centre and who have not completed the required Correctional Services Learnership/Basic Training will be required to undergo the prescribed Department of Correctional Services training following appointment. All appointments are subject to personnel suitability checks and will be made in accordance with applicable legislation, policies and fair recruitment practices. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 22/09 : **CHIEF ARTISAN GRADE A (REF: FSNC 2026/07/01)**

SALARY : R499 470 per annum
CENTRE : Free State and Northern Cape Region: Mangaung
REQUIREMENTS : An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal). Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's licence. Competencies And Attributes: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making, teamwork, creativity, change management, financial management, customer focus and responsiveness. Communication, planning and organising skills.

<u>DUTIES</u>	:	Responsibilities: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Management of human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/10</u>	:	<u>ARTISAN FOREMAN GRADE A & B</u>
<u>SALARY</u>	:	R397 329 – R593 934 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE</u>	:	Free State and Northern Cape Region: Mangaung: Electrician (Ref: FSNC 2026/07/02) Plumber (Ref: FSNC 2026/07/03)
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Five (5) years post qualification experience as an Artisan. Valid driver's licence. Competencies And Attributes: Team leadership. Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication, planning and organizing skills. Conflict Management.
<u>DUTIES</u>	:	Responsibilities: Training and development of offenders. Management of administration task. Control over workplaces and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of human and financial resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/11</u>	:	<u>ARTISAN PRODUCTION GRADE A, B & C (PLUMBER) (REF: FSNC 2026/07/04) (2 POSTS)</u>
<u>SALARY</u>	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE</u>	:	Free State and Northern Cape Region: Mangaung
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Responsibilities: Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to plumbing services. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform plumbing maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/12</u>	:	<u>ARTISAN PRODUCTION GRADE A, B & C (ELECTRICIAN) (REF: FSNC 2026/07/05) (2 POSTS)</u>
<u>SALARY</u>	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE</u>	:	Free State and Northern Cape Region: Mangaung
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills.

		Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Responsibilities: Training of offender as well as apprentices. Quality assessment of electrical services. Maintenance of building works standard in the management area. Management of maintenance project. Perform electrical maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027)
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/13</u>	:	<u>ARTISAN PRODUCTION GRADE A, B & C (LOCKSMITH) (REF: FSNC 2026/07/06)</u>
<u>SALARY</u>	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Free State and Northern Cape Region: Mangaung
	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Responsibilities: Training of offenders as well as apprentices. Provide locksmith services (including facilities maintenance and skills development). Facilitate the effective utilization of appropriate locksmith equipment. Execute administrative and related functions. Ensure compliance to health and safety as well as security related functions. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027)
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/14</u>	:	<u>ARTISAN PRODUCTION GRADE A, B & C (WELDER) (REF: FSNC 2026/07/07)</u>
<u>SALARY</u>	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Free State and Northern Cape Region: Mangaung:
	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Responsibilities: Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform welding maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027)
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/15</u>	:	<u>ARTISAN PRODUCTION GRADE A, B & C (AIR CONDITIONING AND REFRIGERATION) (REF: FSNC 2026/07/08)</u>
<u>SALARY</u>	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Free State and Northern Cape Region: Mangaung
	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027).
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 22/16</u>	:	<u>ARTISAN PRODUCTION GRADE A, B & C (ELECTRONIC MANAGEMENT) (REF: FSNC 2026/07/09) (2 POSTS)</u>
<u>SALARY</u>	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Free State and Northern Cape Region: Mangaung: An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Responsibilities Training of offender as well as apprentices. Install, maintain and repair electronic security systems. Manufacture, assemble, install electronic components, control boxes and wiring for new projects in the facility. Execute administrative and related functions. Ensure compliance to health and safety as well as security related functions. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027).
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/17</u>	:	<u>ARTISAN PRODUCTION GRADE A, B & C (CARPENTER) (REF: FSNC 2026/07/10)</u>
<u>SALARY</u>	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Free State and Northern Cape Region: Mangaung: An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Responsibilities: Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform carpentry maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027).
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/18</u>	:	<u>ARTISAN PRODUCTION GRADE A, B & C (BRICKLAYER) (REF: FSNC 2026/07/11)</u>
<u>SALARY</u>	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Free State and Northern Cape Region: Mangaung An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Responsibilities: Produce building designs according to specifications. Laying bricks with material and equipment according to job specifications and recognized standards. Inspect brick laying equipment and facilities for technical faults. Repair equipment according to standards. Apply brick laying according to schedule. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027).
<u>NOTE</u>	:	Appointment under the Public Service Act.

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>	:	10 July 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. 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. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 expected to sign 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 22/19</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/7/69</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Undergraduate qualification in Operations Management/ Public Management or Administration / Business Administration or Management / Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Valid driver's license. Four (4) years' experience of which two (2) years must be functional experience in Operations environment, and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Treasury Regulations. Public Service Act (PSA). Public Service Regulation (PSR). Basic Condition of Employment (BCEA). Public Financial Management Act (PFMA). Protection of Personal Information Act (POPIA). Skills: Computer. Report writing.

		People Management. Time Management. Communication (both verbal and written). Customer Relations. Supervisory skills. Coaching Skills.
<u>DUTIES</u>	:	Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Bahololo Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: Jobs-ASD-UI@labour.gov.za
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and Persons with Disabilities are encouraged to apply.
<u>POST 22/20</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/6/01</u> Re –advertisement: applicants who previously applied are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum Provincial Office: Limpopo Undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management. Four (4) year's functional experience on Senior Practitioner Level in Human Resource Management (Recruitment & Selection, Conditions of Services, Performance Management and HRD) environment of which 2 years at a supervisory level. Knowledge. Human Resource Management Methodology, Principles and Strategies, Digital Acumen / Relevant HRM system/Learning System/Performance System etc., Del and Compensation Fund business strategies and goals, COIDA, DPSA Directives, Customer Service principles (Batho Pele Principles), Technical knowledge, Budgeting and Financial Management , Labour Relation Act, Employment Equity Act, Basic Condition of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy Framework, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPIA) Skills: Coaching and Mentoring , Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Performance/ Project Management, Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations, Data Gathering, Analysis, Data/ Record Management
<u>DUTIES</u>	:	Co-ordinate recruitment and selection processes for COID Services in the Province. Manage condition of service processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Service in the Province. Coordinate HR audits and reconciliation for COID Services in the Province. Coordinate and implement workplace skills plan, developmental programs and PMD systems for COID Services in the Province. Manage all resources in the Provincial HR section for COID Services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms.JM Fope Tel 015 290 1665
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or CFJobs-LP@labour.gov.za for Provincial Office: Limpopo.
<u>NOTE</u>	:	Priority will be given to Coloureds, Indian Female and Whites
<u>POST 22/21</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO:HR4/26/06/11HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum Head Office, Pretoria A qualification at NQF 6 as recognised by the South African Qualifications Authority in Security Management/ Security Risk Management. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Security Management/ Information Services. Grade A PSIRA certificate. Knowledge: Departmental Policies and Procedures, Security Management, Personnel Management, Document Security, Communication Security, IT Security, Criminal Procedure Act, Disaster Management, Control of Access to Public Premises and Vehicle Act, OHS Act, Public Finance Management Act, The Constitution (section 21 and 36) Promotion to Access of Information Act. Skills: Management, Computer Literacy, Written and verbal communication, Presentation, Project Management, Conflict Resolution and Negotiation, Diversity facilitation.
<u>DUTIES</u>	:	Monitor Personnel Security with the Department. Monitor Communication and IT security in the Department. Monitor Document Security in the Department. Conduct Information Security awareness. Manage resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms N Tshehlo. Tel: (012) 309 4051

APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ25@labour.gov.za

NOTE : EE targets-Priority will be given to African Males, Coloureds, Indians and Whites.

POST 22/22 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & EMPLOYEE RELATIONS REF NO: HR4/4/7/70**
(Three-Year Contract)

SALARY CENTRE REQUIREMENTS : R487 197 per annum plus 37% in lieu of benefits
: Provincial Office: Mpumalanga
: An undergraduate qualification in Human Resource Management/Public Management/Employee Relations at NQF Level 6 as recognized by SAQA. Driver's Licence will be an added advantage. Four (4) years' experience of which two (2) years must be functional experience in Human Resource Management and Employee Relations environment, and two (2) years must be at a Senior Practitioner level. Knowledge: Public Service Transformation and Management Issues, White Paper on Transformation of the Public Service, Human Resource Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards, PERSAL and other HR Information Management Systems. Skills: Communication (Verbal and Written), Computer Literacy (Excel, Word, PowerPoint, PERSAL etc.), Innovative/Creative, Presentation, Responsiveness, Report Writing, Time Management, Organizing and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.

DUTIES : Coordinate and monitor the implementation of Human Resource Management policies in the province. Monitor and provide advice on the implementation of Employee Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate.

ENQUIRIES APPLICATIONS : Ms E Bahololo Tel No: (013) 655 8700
: Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni, 1035. For Online Applications Email to: Jobs-ASD-UI-HRM@labour.gov.za

POST 22/23 : **SENIOR SECURITY INFORMATION OFFICER REF NO: HR4/26/06/12HO**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Head Office, Pretoria
: A qualification at NQF 6 as recognised by the South African Qualifications Authority in Security Management/ Security Risk Management. Valid Divers License. Two (2) years functional experience in Security Management/ Information Services. Grade B PSIRA certificate. Knowledge: Minimum Information Security Standard, Departmental Policies and Procedures, Security Management, Minimum Security Standards, OHS Act. Skills: Leadership, Project Management, Decision Making, Analytical Skills, Problem Solving, Facilitation Skills, Computer Literacy, Presentation Skills, Innovative, Verbal and Written communication.

DUTIES : Conduct vetting administration. Verify and capture forms on SVIS system. Administration of safes and keys. Consolidate clearance certificates or reports from SSA. Administer screening of all service providers.

ENQUIRIES APPLICATIONS : Ms N Tshehlo. Tel: (012) 309 4051
: The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ17@labour.gov.za

NOTE : EE targets-Priority will be given to African Females, Coloureds, Indians and Whites.

POST 22/24 : **SENIOR PRACTITIONER: SUPPORT SERVICES (LR) REF NO HR4/26/06/14HO**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Head Office, Pretoria
: A qualification at NQF level 6 as recognised by SAQA in Business/ Public Administration/ Public Management. Two (2) years functional experience in support services. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulation and procedures, corporate governance, Batho Pele principles, International Labour Organisations, Access recognition and Licencing Committee. South African Development Community, African Union, Minimum Information Security Standards. Skills: Administration and financial management, verbal and written communication, Interpersonal relations,

- Ability to build high-performance teams, Computer literacy, Time management, Statistical, Economic analysis, Research, Problem Solving, Management.
- DUTIES** : Coordinate and monitor the Chief Directorate budget and provide financial administration support, Coordinate and administer human resources activities for the Chief Directorate. Render records management services for the Chief Directorate. Render procurement and logistical support services in the Chief Directorate.
- ENQUIRIES APPLICATIONS** : Ms S Xaba Tel: (012) 309 4254
- NOTE** : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ15@labour.gov.za
- POST 22/25** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO HR4/26/05/02**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
Supported Employment Enterprise, Silverton
Three-year tertiary qualification in Human Resource Management at NQF Level 6. Two (2) years' functional experience in Human Resource management services. Knowledge: Departmental policies and procedures, HRM policies, Training and Development, Public service regulations, Public service Act, Knowledge of SDA, SDLA And EEA, Management and budgeting, Batho Pele Principles, Relevant HIV/AIDS related legislation, policies & regulations, National Strategic Plan on HIV, AIDS and STI Integrated Employee Health and Wellness Framework, Structure and Functions of the Department, EHWP Policies, Human Resource Development Strategy, National Skills Development Strategy, Human Resource Development policies and prescripts Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Presentation, Report writing, Time management, Training and Development.
- DUTIES** : Conduct recruitment and selection process within the Sheltered Employment Factories. Facilitate the process of benefits administration in the Factories. Render Employee Wellness support within the Sheltered Employment Factories. Render Labour Relations administration support. Coordinate training and development initiatives and performance management system.
- ENQUIRIES APPLICATIONS** : Ms ME Msiza Tel: 012 843 7300 / 7409
- NOTE** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or email: Jobs-SEE15@LABOUR.gov.za
- POST 22/26** : **SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR 4/4/6/30**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
Provincial Office: Limpopo
An undergraduate qualification in Public Administration/Public Management/Human Resource Development/Management at NQF Level 6 as recognized by SAQA. Two 2 years' functional experience in Operations/Training/Learning and Development environment. Knowledge: Unemployment Insurance and Contribution Act, Batho Pele Principles, Employment Services, Assessment, Operations system (Siyaya Systems: ICRS & UI online), Human Resource Management System (PERSAL), Logis, Skills Development Act, Skills Development Levies Act, Public Service Regulations, Public Service Act, Human Resource Development Strategy. Skills: Communication, Computer literacy, Training, Interpersonal, Presentation, Project Management, Report Writing.
- DUTIES** : Verify the list of training needs that adhere with workplace Skill Plan (WSP). Providing training of processing staff and Client Service Officers on procedures, processes and the relevant systems. Verify monthly statistics for sections within the Operations Division and Labour centres. Coordinate stakeholder communications (i.e. campaigns, briefing sessions) in the business unit and Labour centres. Provide administration services to the business unit.
- ENQUIRIES APPLICATIONS** : Mr MI Makgobola Tel 015 290 1723
- NOTE** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: UIFJobs-LP@labour.gov.za
- POST 22/27** : **TEAM LEADER REF NO: HR 4/4/6/28**
- SALARY** : R413 001 per annum

<u>CENTRE REQUIREMENTS</u>	:	Labour Centre, Polokwane
	:	Three-year National Diploma (NQF 6) Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/BCOM LAW. Two year's functional experience in Inspection and enforcement Services. A valid driver's licence. Knowledge: Departmental policies and procedures, Employment Service Act, Labour Relation Act, Basic Condition 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, Evaluation, 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 inspection. Conduct Advocacy Campaign on Labour legislation regularly. Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MJ Matlakala Tel 015 290 1699/Ms GJ Matlhakoane Tel 015 290 1665.
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane or email: Job-PLK@labour.gov.za .
<u>NOTE</u>	:	Priority will be given to Coloureds and Whites
<u>POST 22/28</u>	:	<u>OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: 4/4/6/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Labour Centre: Modimolle
	:	Senior Certificate plus a three (3) year recognised qualification in the relevant field, i.e., Electrical Engineering. Valid driver's License. Registration with the relevant, recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication, Computer Literacy, Facilitation, Interpersonal, Conflict handling, Negotiation skills, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication skills
<u>DUTIES</u>	:	To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standard. 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 legislations 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 JM Fope Tel: 015 290 1665
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or CFJobs-MOD@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Coloureds and Whites
<u>POST 22/29</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR4/4/6/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Labour Centre: Tzaneen
	:	Three-year tertiary qualification in Public Management / Public Administration / Social Science/ OHS/ Finance/ HRM. 2 year's functional experience in pension administration/ claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and

		processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating System, Data Capturing, Data and records management, Telephone and Skills and Etiquette, Planning and organizing, Analytical thinking, Problem solving and decision making.
<u>DUTIES</u>	:	Render pension administrative duties. Claims adjudication and processing
<u>ENQUIRIES</u>	:	Ms JM Fope Tel: 015 290 1665
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email CFJobs-TZN@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Coloureds and Whites
<u>POST 22/30</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/7/71</u> (Three-Year Contract)
<u>SALARY</u>	:	R413 001 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/Public Management at NQF Level 6 as recognized by SAQA. Driver's License will be an added advantage. Two (2) years functional experience in human resource management environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures, Batho Pele Principles. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report Writing.
<u>DUTIES</u>	:	Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Ms E Bahololo Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: Jobs-SPHRM-UI@labour.gov.za
<u>POST 22/31</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/7/73 (X1 POST)</u> (Three-Year Contract)
<u>SALARY</u>	:	R413 001 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Human Resource Management/Labour Relations Management as recognized by SAQA. Driver's License will be an added advantage. Two (2) years must be functional experience in Employment Relations Management environment. KNOWLEDGE: Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council resolutions. Interpretation of case law and trends in Labour Law. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA procedures. Basic Conditions of Employment Act (BCEA). Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organising. Communication. Computer Literacy. Report Writing. Conflict Management. Research.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the province. Draft charges and finalise all misconduct cases in the province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment-related matters in the province. Provide administrative support services in the section.
<u>ENQUIRIES</u>	:	Ms E Bahololo Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: Jobs-SPER-UI@labour.gov.za
<u>POST 22/32</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR4/4/7/74</u> (Three-Year Contract)
<u>SALARY</u>	:	R413 001 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Mpumalanga

- REQUIREMENTS** : An undergraduate qualification in Human Resource Management/Development / Training and Development/ Management of Training/ Public Management/ Public Management/ Industrial and Organisational Psychology at NQF Level 6 as recognized by SAQA. Driver's license will be an added advantage. Two (2) years functional experience in Human Resource Development /Training and Development/ Performance Management Services. Knowledge: Public Service Act (PSA). Public Service Regulations (PSR). Public Finance Management Act (PFMA). Human Resource Development Policies. Human Resource Systems (Persal). Skills Development Act (SDA). Skills Development Levies Act (SDLA). Labour Relation Act (LRA). Basic Condition of Employment Act. Employment Equity Act (EEA). Protection of Personal Information Act (POPIA). Skills: Communication (Verbal and Written). Computer literacy. People Management. Project Management. Presentation. Report writing. Time management. Design and Development. Organizing and Planning. Problem Solving.
- DUTIES** : Coordinate the implementation Human Resource Development initiatives in the Province. Coordinate the implementation of Performance Management System in the Province. Implement Internship / Learnership Programmes in the Province. Coordinate and facilitate Orientation and Induction Programmes. Manage resources (Human, Finance, Equipment/ Assets) in the Division.
- ENQUIRIES** : Ms E Bahololo Tel No: (013) 655 8700
- APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: Jobs-SPHRD-UI@labour.gov.za
- POST 22/33** : **ADMINISTRATION OFFICER: WORK SEEKER REGISTRATION SERVICES**
REF NO: HR 4/4/6/31
- SALARY** : R338 106 per annum
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : A three-year national qualification in Administration /Public Administration. 1-year functional experience in work-seeker registration. Knowledge: ILO Conventions, Financial Management, Human Resource Management. Knowledge Management, Skills Development, Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
- DUTIES** : Ensure provision of support to labour centre for the delivery of work-seeker registration services. Dissemination of information to Labour Centre on registration of work seekers on ESSA. Ensure provision of administrative support for capacity building of ESSA end users. Consolidate reports for ESSA user master database.
- ENQUIRIES** : Ms. SM Lebogo Tel 015 290 1662/Ms. TE Maluleke Tel 015 290 1768/Mr. MI Makgobola Tel 015 290 1723/Ms. JM Fope Tel 015 290 1699/Ms. MJ Matlakala Tel 015 290 1699/Ms. GJ Matlhakoane Tel 015 290 1665.
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Jobs-LP@labour.gov.za.
- NOTE** : Priority will be given to Coloureds and Whites
- POST 22/34** : **INSPECTOR REF NO: HR4/4/6/29**
- SALARY** : R338 106 per annum
- CENTRE** : Labour Centre: Louis Trichardt
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Labour Relations/BCOM Law/LLB. One (1) year experience in Inspection and Enforcement Services. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, listening and observation, Presentation, innovative, Analytical, Communication (Verbal and Written).
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
- ENQUIRIES** : Ms. TE Maluleke Tel 015 290 1768/Mr MI Makgobola Tel 015 290 1723
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: Job-Makh@labour.gov.za.
- NOTE** : Priority will be given to Coloureds and Whites

<u>POST 22/35</u>	:	<u>INSPECTORS REF NO: HR4/4/6/32 (X2 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Labour Centre: Modimolle
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Communication (Verbal and Written)
<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 GJ Matlhakoane Tel 015 290 1665.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-MOD@labour.gov.za for Modimolle.
<u>NOTE</u>	:	Priority will be given to Coloureds and Whites
<u>POST 22/36</u>	:	<u>BCEA INSPECTOR: INSPECTION SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Carolina Labour Centre Ref No: HR4/4/7/66 (X1 Post) Standerton Labour Centre Ref No: HR4/4/7/67 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/ BCom Law/ LLB. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, 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>	:	Mr R Mokoena Tel: (017) 843 1077/2111 (Carolina) Mr L Ledwaba Tel: (017) 712 1351/4809 (Standerton)
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Carolina Labour Centre, Private Bag X718, Carolina, 1185 or hand delivery at No. 9 Goud Street, Carolina, 1185. Email: Jobs-INSP-CRL@labour.gov.za Deputy Director: Labour Centre Operations: Standerton Labour Centre, Private Bag X2001, Standerton, 2430 or hand delivery at 14C Vry Street, Standerton, 2430. Email: Jobs-INSP-STN@labour.gov.za
<u>NOTE</u>	:	African Males, Coloured Males, Indian Males, Indian Females, White Males and Persons with Disabilities are encouraged to apply.
<u>POST 22/37</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/7/68</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Piet Retief Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12 / National Senior Certificate. Knowledge: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone Etiquette, Interviewing, Ability to Interpret Legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration administrative services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the filling of work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Ms L Mashego Tel No: (017) 826 1883/4
<u>APPLICATIONS</u>	:	Acting Deputy Director: Labour Centre Operations: Mkhondo Labour Centre, Amersfoort and Volkrust Satellite, Private Bag X34, Mkhondo, 2380 or hand deliver

at Balas Building, 42 Kotze Street, Mkhondo, 2380. Email: Jobs-PRT-CSOPES@labour.gov.za

NOTE : African Males, Coloured Males, Indians, White Males and Persons with Disabilities are encouraged to apply.

POST 22/38 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/33**

SALARY CENTRE REQUIREMENTS : R237 453 per annum
 : Labour Centre: Louis Trichardt
 : Matriculation/Grade 12/Senior Certificate. knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. skills: Verbal and Written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management Service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the Records Management in a Labour Centre.

ENQUIRIES APPLICATIONS : Ms MJ Matlakala Tel 015 290 1699
 : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Job-MAKH@labour.gov.za for Makhado.

NOTE : Priority will be given to African Male, Coloureds, Indian Male and Whites

POST 22/39 : **HUMAN RESOURCE CLERK: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/7/72 (X3 POSTS)**
 (Three-Year Contract)

SALARY CENTRE REQUIREMENTS : R237 453 per annum plus 37% in lieu of benefits
 : Provincial Office: Mpumalanga
 : Grade 12 certificate or equivalent. No experience required. Knowledge: PERSAL, HR information management systems, knowledge of registry duties, practices as well as the ability to capture data and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry. Skills: Communication, Computer literacy, Innovative/Creative, Presentation, Report writing, Time management, Organizing and Planning, Problem Solving.

DUTIES : Implement human resource administration practices (Recruitment and Selection). Implement conditions of service (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.

ENQUIRIES APPLICATIONS : Ms E Bahololo Tel No: (013) 655 8700
 : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: Jobs-HRCLERK-UI@labour.gov.za

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : 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.
- CLOSING DATE FOR ATTENTION** : 13 July 2026
- NOTE** : Human Resource Management
- Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. 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. 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 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, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position 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. 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. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 22/40** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): MINING APPEALS (REF NO: RCSM19/2026)**
- SALARY CENTRE REQUIREMENTS** : R610 434 per annum (OSD)
Pretoria
- : LLB Degree or relevant qualification as recognized by SAQA. A minimum of 8 years' experience post qualification in in the relevant field. An extensive understanding of law, Public Services and Departmental procedures. Applicant must have a broad knowledge of strategic coordination, policy development, risk management and audit procedures. Understand the facilitation of project management, research methodologies and presentation. Have good reporting / professional writing, policy formulation and negotiation skills. Ability to gather and analyse information, and adherence to timelines is essential. Ability to work with

difficult persons and to resolve conflict. The incumbent must have a valid driver's license.

DUTIES

: Manage the coordination and administration of appeals in terms of NEMA and other applicable legislation with specific on mining related appeals. Receive and respond to all appeals related queries from stakeholders including the appellants and applicants using the CD service standards. Convene appeals committee meeting to discuss the appeals depending on the complexity of the appeal. Attend the filing of finalized appeals in terms of internal filing policies and guidelines. Manage the coordination and administration of waste management and enforcement appeals. Manage the drafting of ministerial submissions and appeal decisions in respect of environmental authorizations issued by the DMRE. All grounds of appeal, responding statements and line function comment to be captured in a logical sequence in appeal decision. Adherence to timeframes as per the 2014 National Appeal Regulations. Manage the provision of general legal support. Ensure the drafting of instructions to counsel requesting legal opinions. Provide support to litigation on appeals matters by attending consultations with counsel and compile record

ENQUIRIES

: Ms H Van Schalkwyk / Ms F Patal Tel: (012) 399 8835 / (012) 399 9330

APPLICATIONS

: RCSM19-2026@dfe.gov.za

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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, 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. 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 Employment Equity targets in terms of the Department's Employment Equity Plan. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

- APPLICATIONS** : Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 17 July 2026
- NOTE** : 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. 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 Qualification 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 short-listed 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 enter into 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, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

OTHER POSTS

- POST 22/41** : **PRODUCTION COORDINATOR REF NO: 3/1/5/1-26/10**
Directorate: Media Production
- SALARY** : R280 278 per annum (Level 6)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate National Diploma (NQF level 6) as recognised by SAQA in Media Studies, Audio Visual Production, Journalism, Communication, Digital Marketing or equivalent related qualification. General exposure in the field will be an added advantage. The applicant should demonstrate client orientation and customer focus, programme and project management, organising and coordination skills, report writing skills, communication skills (written and verbal), social and digital media marketing skills, and financial management skills. The candidate must be computer literate with strong attention to detail, minute taking abilities, action plan development skills, interpersonal skills, reliability, teamwork, time management, and the ability to work under pressure. The incumbent should display honesty and integrity, problem-solving skills, and be results orientated.
- DUTIES** : The incumbent will coordinate media productions, live streams, and content relevant to Government Online TV. Serve as the central entry point for Content Creation Stakeholders in support of Government Online TV and the Production Management Office. Liaise continuously with various departments and government entities to source content for Government Online TV. Identify government events

from the national events schedule and follow up on related content for Government Online TV. Assist with coordination of content uploading and report challenges experienced. Support production planning, coordination, execution, monitoring, logistics, and related administration. Coordinate production and Government Online TV meetings. Demonstrate a basic understanding of professional video camera operations and editing. Assist with basic content production and editing for government social media platforms. Compile and submit weekly Production Management Office and Government Online TV reports. Assist with monitoring production progress and ensuring deadlines are met. Liaise with internal teams, client departments, service providers, and other stakeholders. Maintain continuous communication with clients, suppliers, and stakeholders to ensure smooth project delivery. Participate in campaign and production briefings where required. Maintain accurate electronic and manual filing and archiving systems for productions and campaigns. Archive campaign documents and exit reports on SharePoint and manual systems.

**ENQUIRIES
APPLICATIONS**

: Ms Nkadimeng Mosenohi Tel: 012 473 0206
 : Applicants must submit their applications via the link <http://erecruitment.qcis.gov.za> or hand deliver applications to Tshedimose House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

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. Note: This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 22/42

: **SUPPLY CHAIN MANAGEMENT CLERK: CREDITORS MANAGEMENT REF: 3/1/5/1-26/11**
 Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 5)
 : Pretoria
 : Applicants should be in possession of an appropriate Higher Certificate (NQF Level 5) as recognised by SAQA in Public Management/ Administration/ Logistics Management/ Public Finance/ Accounting/ Purchasing Management or equivalent qualification majoring in Public Management / Administration/ Logistics Management / Public Finance/ Accounting or Purchasing Management. General exposure in the field will be an added advantage. The candidate must have basic knowledge of BAS, LOGIS and Procurement Integration (PI). Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.). Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Report writing. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook. Payment capturing and statements interpretation.

DUTIES

: Capture payments on LOGIS Integration and BAS. Confirm Banking Details on CSD before capturing payments. Export entities from CSD to BAS. Verify allocation for correctness before capturing payments on the payment processing systems. Verify authenticity of signatures on the documents before capturing payments. Also ensure compliance of all documents attached before capturing payments on the system. Ensure correct information is captured on these payment processing systems. Monitoring and prioritisation of payments to ensure that no payments are processed after 30 days as well as outside the standards set by the department. Ensure that invoices with queries are raised immediately with the relevant suppliers to ensure that invoices are still paid within the required standards. Run departmental 0-9 file. Send departmental 0-9 file inputs to sections for IFS/AFS. Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) Ensure that accounts of creditors of the department are not outstanding for more than 30 days. Assist in linking invoices on ITS (Invoice tracking system) Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) timeously. Respond to enquiries and queries timeously and keeping record of enquires/queries handled including the turnaround time. Compile accurate work statistics. when required assist with the compilation of the 30 Days report of payments. Assist with the BBBEE statistical data reports. Assist with the preauthorisation of payments where required. Provide general office support.

ENQUIRIES

: Mr Mendy Hlungwane Tel: 012 473 0180

- APPLICATIONS** : Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- 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. Note: This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.
- POST 22/43** : **SUPPLY CHAIN MANAGEMENT CLERK: PROCUREMENT REF NO: 3/1/5/1-26/12**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Pretoria
: Applicant should be in possession of an appropriate Higher Certificate (NQF Level 5) as recognised by SAQA in Public Management, Administration, Logistics Management, Public Finance, Accounting, Purchasing Management or equivalent related qualification. General exposure in the logistics and compliance management field will be an advantage The candidate must have basic knowledge of BAS, LOGIS and Procurement Integration (PI). Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, B-BBEE, Treasury Regulations, Contract Management, etc.). Ability to work independently without close supervision. Knowledge of the Microsoft packages (i.e. MS word, MS Excel as well as Ms Outlook). Modified Cash Standard and interpretation of financial statements.
- DUTIES** : The successful candidate will be an entry point responsible for compliance, receive requisition from internal clients online. Verify e-requisitions for compliance in line with prescripts. Check and verify the status of suppliers on the Central Suppliers Database before accepting of e-requisitions. Approve compliant requisitions on-line using SharePoint in compliance with the turnaround time set by the department. Return non-compliant requisitions back to the client quoting the prescript that is being transgressed. Print hard copies of compliant requisitions and submit to supervisor to distribute to the relevant officials for capturing on LOGIS. Updating e-requisitions on SharePoint 8 immediately with the relevant order numbers to ensure that accurate record of turnaround time is reflected when printing the SharePoint turnaround time reports. Print SharePoint reports on outstanding requisition and requisitions updated with order numbers on SharePoint, daily as per the standard set by the department and provide to supervisor. Provide weekly reports on erequisition from SharePoint as per the standard set by the department. Provide monthly reports on e-requisitions from SharePoint as per the standard set by the department. Assist with capturing of requests on LOGIS. Handling of queries and enquiries related to requisitions and or orders and provide responses also in writing for turnaround time purposes. Timeous reporting of system issues to the supervisor and to ensure that internal clients are informed timeously. Performing any other duties as delegated by the respective supervisors and managers within the SCM environment. Provide effective and efficient client services. Please detail courses passed in the CV as per the academic transcript.
- ENQUIRIES APPLICATIONS** : Ms. Mary-Jane Rabodiba Tel No: (012) 473 0172
: Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- 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. Note: This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

DEPARTMENT OF HIGHER EDUCATION

CLOSING DATE : 13 July 2026

NOTE : “A skilled and capable workforce for an inclusive growth” The full details for the adverts can be accessed on DHET Website At www.dhet.gov.za Or <https://www.dhet.gov.za/sitepages/careers.aspx> And Will Be Placed On The DPSC Circular DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click ‘apply now’ button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver’s licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and ‘how to’ videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. “DHET is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organization. People living with disabilities are encouraged to apply”.

MANAGEMENT ECHELON

POST 22/44 : **DIRECTOR EXECUTIVE MONITORING AND EVALUATION IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER: NSF (REF NO: NSF 01/07/2026) (1 POST)**
(24 Months Contract)

Branch: Skills Development Component: National Skills Fund

SALARY : R1 317 384 per annum. (Level 13) (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor’s degree/advanced diploma (NQF Level 7) in Monitoring and Evaluation/ Public Administration/ Public Management/ Development Studies/ Social Sciences/ Economics/ Statistics/ Strategic Management/ Business Management, or a related field. A postgraduate qualification will serve as an added advantage. A minimum of 5 years’ experience at middle or senior managerial level. Successful completion of the Nyukela Public Service SMS pre-entry programme is required before appointment, as required for all SMS appointments. Experience in executive monitoring, evaluation, performance tracking, audit action tracking, corrective action monitoring, strategic reporting, governance reporting, public sector programme oversight or institutional transition reporting. Experience in a PFMA regulated entity, Schedule 3A environment, public sector institution or PSET related environment will be an added advantage. Knowledge: PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, Skills Development Act, Skills Development Levies Act, DPME planning and reporting frameworks, Framework for Managing Programme Performance Information, AGSA audit requirements, risk management, internal controls, executive governance processes and the NSF mandate. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem

DUTIES

: solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. A valid drivers licence. Provide executive monitoring and evaluation support to the CEO on CEO directed priorities, Schedule 3A transition milestones, audit action plans, corrective action commitments and governance decisions. Develop and maintain an executive tracking dashboard for priority institutional commitments. Consolidate evidence-based progress reports for the CEO and executive structures. Track implementation of decisions from executive, governance, audit, labour and oversight engagements. Identify delays, risks and unresolved actions requiring CEO intervention. Support evidence readiness and quality of reporting on CEO directed workstreams. Provide monitoring and evaluation advice linked to the NSF's transition to Schedule 3A status. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decisions. Managing employees related matters withing the directorate. Preparing monthly reports and make presentations as required. Prepare all relevant submissions and progress reports on the transformation and reforms and reports to the Accounting Authority and Executive Authority and governance structures. Participating as an active member of the NSF. Undertake policy or line function tasks as required. Compile memoranda, reports, submissions and a variety of other correspondence for the Executive Officer as required. Compile presentations and basic speeches for the Executive Officer and or refer complex matters to the relevant unit for preparation. Draft responses for submission to internal and external stakeholders. Source information and compile memoranda as required. Coordinate, follow up and compile reports of a transverse nature for the Executive Officer and advise/sensitise the Executive Officer on reports to be submitted. Provide support and undertake special projects as directed by the Executive Officer. Monitor unit activities to ensure conformance with goals and objectives. Manage public liaison services within the NSF. Manage public liaison services within the NSF. Oversee the logging of public complaints or queries regarding the NSF's service. Oversee the monitoring of progress of the resolution of the public's complaints or queries escalate with the relevant directorates to ensure complaints or queries are attended to timeously and efficiently. Review monthly reports reflecting complaints or queries received and resolved. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decisions. Managing employees related matters withing the directorate. Always adhere to the values of NSF.

ENQUIRIES

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

POST 22/45

: **DEPUTY DIRECTOR IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER: NSF (REF NO: NSF 02/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund

SALARY CENTRE REQUIREMENTS

: R932 292 per annum. (Level 11) (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration/ Project Management. A minimum of five (5) years relevant work experience with at least three (3) to five (5) years' proven work experience of junior management level on salary level 9 or 10. Experience in Project Management and managing resources. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's license.

DUTIES

: Providing strategic support to the Executive Office within NSF. Advising the Executive Officer on strategic matters. Ensuring effective coordination and oversight of all strategic initiatives within the NSF. Planning and implementing strategic initiatives in line with the NSF mission and mandate. Conducting assessment to measure the accomplishment of strategic decisions and initiative. Develop and collate reports on strategic initiatives as required within the directorate. Proving support within the office of the Executive Officer. Scrutinise documents to determine actions or information required. Record minutes or resolutions and communicate to the relevant role players, follow up on progress

made and prepare briefing notes as well as other documents. Compile the agenda of meetings chaired by the Executive Officer and ensure the circulation of accompanying memoranda. Coordinate branch meetings including overseeing the logistics. Coordinate parliamentary enquiries with the relevant stakeholders. Coordinate the performance agreements/assessments and financial disclosures pertaining to the Office of the Executive Officer. Assist the Executive Officer in formulating policy recommendations and attend Senior management meetings. Managing general support services within the Office of the Executive Officer. Oversee, support and supervise all administrative functions. Implement administrative measures to ensure efficient working of Office of the Executive Officer. Manage the engagements of the Executive Officer. Manage schedules, calendars, presentations, spreadsheets and other related office tasks. Handle all correspondence and queries requiring the attention of the Executive Officer. Set up and maintain the systems in the office that will ensure efficiency in the office. Oversee safe keeping of all documents for the Office of the Executive Officer so as to ensure compliance with archive legislation and to enhance information security. Provide content support with regards to documents (submissions, reports, letters, etc.) to and from the Office of the Executive Office. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decisions. Managing employees related matters withing the directorate. Always adhere to the values of NSF.

ENQUIRIES

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

POST 22/46

: **DEPUTY DIRECTOR: INTERNAL AUDIT (REF NO: NSF 03/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund Directorate: Internal Audit

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (All-inclusive Remuneration Package) (Level 11)
: Pretoria
: An appropriate bachelor's degree / advanced diploma (NQF level 7) in Internal Auditing or related qualification. A postgraduate degree or a professional qualification / designation such as Internal Audit Technician or Professional Internal Auditor or Certified Internal Auditor or Chartered Accountant and a completed article contract with an audit firm will be an added advantage. A minimum of six (6) to eight (8) years of work experience in internal and/or external auditing in an audit firm or large corporation or preferably the public sector. At least five (5) years of junior management and/or ASD experience. Experience in specialised audits such as Information Technology auditing and/or forensic auditing will be an added advantage. Extensive knowledge of the International Professional Practice Framework (IPPF) including the Global Internal Audit Standards, Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field is also required. A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector, Public Financial Management Act (PFMA) and Treasury Regulations, Skills Development Act (SDA), Skills Development Levies Act (SDLA), Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act (BCEA) and General Recognised Accounting Practice. Good knowledge of public service mandates and strategies, and in particular the post school education and training system, will be an added advantage. Skills and competency requirements include people management, project management, financial management, planning and organising, sound report writing and computer literacy skills, effective verbal and written communication and interpersonal skills, attention to detail, preparing and delivering presentations, sound analytical and problem-solving skills, the ability to work independently and in a team. Implementation of effective actions and processes to ensure that deadlines are met. Supervision, training, and guiding all personnel reporting to you. The ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. The ability to analyse processes and identify appropriate, value adding and key audit criteria and root causes and to prioritise and assess audit outcomes during the full audit cycle. A valid driver's license and willingness to travel.

DUTIES

: Assist the Director: Internal Audit (CAE) with the management of the internal audit function of the NSF; Draft the annual NSF internal audit plan and rolling three-year internal audit plan; Draft and/or update key documents as required per Global Internal Audit Standards for the internal audit directorate. Monitor the implementation of the internal audit plan. Provide reasonable assurance to the CAE, management, the Audit Committee and Accounting Authority of the NSF that the organisational internal controls are both effective and efficient. Plan and perform audit procedures to confirm effectiveness of controls over quarterly and

annual performance reporting. Conduct operational audits, financial audits, internal compliance audits, performance audits and evaluate if NSF is being effectively managed and resources are not misused. Plan and perform and/or oversee that audits are performed in accordance with the Global Internal Audit Standards. Internal audits will include project site visits. Complete and/or review audit working papers of high quality in accordance with internal audit methodology of the NSF. Manage follow up audits. Evaluate adequacy of and progress against external and internal audit action plans. Oversee that effective and efficient secretariat services are provided to the Audit Committee. Oversee and monitor the implementation of Audit Committee recommendations. Provide an oversight role of the co-sourced service providers in terms of planning, execution, review and reporting of audits performed by the co-sourced service provider. Provide inputs to the combined assurance audit strategy and related reports relating to internal audit assurance. Provide assurance over the design and implementation of internal controls related fraud prevention and fraud prevention strategy. Evaluate the adequacy of ongoing fraud awareness within business units through regular training and communication initiatives. Communicate audit findings by preparing and/or reviewing a draft report and discuss findings with managers of departments. Draft regular reports to the Audit Committee; Auditor-General and other relevant parties, as requested by the CAE. Evaluate and provide assurance over the risk management functions of the NSF. Manage the performance of the internal audit team in accordance with policy. Provide team members with the necessary information and resources to deliver on their objectives. Motivate team members and create a culture of high performance. Manage employee related matters within the team. Participate as an active member of the management team to facilitate teamwork in achieving overall objectives of the NSF. Operate within delegated authority. Adhere at all times to the values of the National Skills Fund. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions, within objectivity and independence requirements of internal audit.

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

POST 22/47 : **DEPUTY DIRECTOR: RISK AND COMPLIANCE (REF NO: NSF 04/07/2026)**
MANAGEMENT (2 POSTS)
 (24 Months Contract)
 Branch: Skills Development Component: National Skills Fund
 Directorate: Legal, Governance, Risk and Compliance

SALARY CENTRE REQUIREMENTS : R932 292 per annum (All-Inclusive Remuneration Package) (Level 11)
 : Pretoria
 : An appropriate LLB degree and admitted as an attorney or advocate. A minimum of five (5) to eight (8) years' collective working experience of which five (5) years should be at a junior management level in legal, governance, risk and/or compliance in the private or public sector. Qualification in Risk Management and/or Compliance will be an added advantage. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to excellent written; verbal communication; computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills, negotiation, quality management, budgeting and financial management and human resource management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to work in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests.

DUTIES : Advise the National Skills Fund (NSF) on legal and litigation matters within the NSF. Drafting legal documents such as contracts, pleadings, agreements, internal policies, etc. Develops operational plans on legal matters in the NSF. Analyses, prepares, and submits legal opinions and comments. Facilitates internal training on legal and regulatory topics to keep the NSF abreast of regulatory issues and disseminates appropriate legal requirements to staff. Manages and engages with third party legal advisors. Interprets legal information. Participates in committees as required. Negotiates, reviews and drafts documentation for transactions with third parties. Reviews and develops contracts, agreements, regulations, and internal policies and ensures they are compliant with all statutory or legal requirements. Acts as custodian for all contracts, agreements, regulations, and internal policies. Keeps abreast of latest legislation, regulation, and policy. Ensures the maintenance of an effective knowledge management system for all legal

related material. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures high risk compliance and governance areas are proactively identified and mitigated. Implements and maintains the risk assessment process and risk profile of the NSF. Investigates and analyses root causes, patterns, or trends of the risk assessment. Consults with department heads to establish, maintain, and improve risk management capabilities. Ensure sufficient capacity to achieve the objectives of the Directorate. Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the Directorate. Motivate team members and create a culture of high performance. Manage leave and related administration for direct reports. Prepare monthly reports and make presentations as required. Positively support the implementation of all management decisions.

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

POST 22/48 : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN (REF NO: NSF 05/07/2026) (1 POST)**

(24 Months Contract)

Branch: Skills Development

Component: National Skills Fund

Directorate: Human Resources Management and Development

SALARY : R932 292 per annum (All-inclusive remuneration package) (Level 11)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree or advanced diploma (NQF Level 7) in Human Resources Management, Industrial and Organisational Psychology, Public Administration, or a related field recognised by SAQA. A postgraduate qualification (NQF Level 8 or higher) will be an added advantage. Certification in job evaluation methodology, work-study, or organisational design will be an added advantage. A minimum of five (5) years' relevant experience in organisational design, post establishment management, or a directly related discipline, of which at least three (3) years must be at junior management level or in a supervisory capacity. Experience must include at least two of the following: developing or reviewing organisational structures in a public sector or public entity environment; conducting work-study investigations or work-measurement studies; coordinating job evaluation processes; developing job descriptions; and producing business process maps or standard operating procedures. Applicants must demonstrate knowledge and understanding of the following: the Public Service Act (No. 103 of 1994) and Public Service Regulations; DPSA guidelines and directives on organisational design, post establishment, and organisational restructuring; the Compensate job evaluation system or an equivalent recognised methodology; PERSAL post administration; work-study investigation methodology; business process mapping principles; and the Public Finance Management Act (No. 1 of 1999). Knowledge of the NSF's mandate as a Schedule 3A Public Entity and the structural and post establishment requirements associated with its transition to autonomous entity status will be a strong advantage. Candidates must be proficient in Microsoft Office Suite. PERSAL proficiency or a PERSAL certificate will be an added advantage. The ability to analyse functional requirements, translate them into post structures, draft technically precise job descriptions, and prepare DPSA-compliant submissions is essential. Strong written and verbal communication, stakeholder engagement, project management, and report-writing skills are required. A DPSA job analyst certificate and a valid driver's licence.

DUTIES : Conduct functional analyses across NSF directorates and components to determine optimal post structures, reporting lines, spans of control, and role boundaries aligned to the NSF Strategic Plan 2025-2030 and its operating model as a Schedule 3A entity. Develop, review, and maintain organisational structure proposals and post establishment submissions, including cost implications, in compliance with DPSA prescripts and Treasury requirements. Conduct work-study investigations and work-measurement studies to determine required post numbers, grading rationale, and workload distribution, and produce work-study reports with recommendations. Develop, review, and maintain job descriptions for all posts in the NSF establishment, ensuring alignment to the approved structure, Compensate job evaluation criteria, DPSA post classification directives, and the NSF delegation of authority framework. Coordinate the job evaluation process for NSF posts in accordance with the Compensate system and DPSA directives, and prepare evaluation submissions, motivation reports, and post grading proposals for the relevant approving authority. Develop and maintain business process maps and standard operating procedures for HR and cross-functional processes and facilitate periodic reviews to ensure they remain current and fit for purpose. Prepare business case reports, organisational design proposals, and concurrency submissions for approval by EXCO and, where required, for submission to the DPSA. Monitor the implementation of approved structural decisions, track

- anomalies, and report progress to the Director: HRM&D. Supervise and manage the performance of subordinate staff within the sub-directorate.
- ENQUIRIES** : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki (012) 943 3161
- POST 22/49** : **DEPUTY DIRECTOR: HUMAN RESOURCES STRATEGIC SUPPORT (REF NO: NSF 06/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Human Resources Management and Development
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (All-inclusive remuneration package) (Level 11)
: Pretoria
: An appropriate bachelor's degree or advanced diploma (NQF Level 7) in Human Resources Management, Human Resources Development, Industrial and Organisational Psychology, Public Administration, or a related field recognised by SAQA. A postgraduate qualification (NQF Level 8 or higher) will be an added advantage. A minimum of five (5) years' relevant experience in HR strategy, HR planning, employment equity, or HR compliance, of which at least three (3) years must be at junior management level or in a supervisory capacity within a public sector or public entity environment. Experience must include at least two of the following: developing or implementing HR plans, employment equity plans, or workplace skills plans; managing HR compliance and statutory reporting; developing or reviewing HR policies and procedures; and producing HR management information or analytical reports for executive or oversight structures. Applicants must demonstrate knowledge and understanding of the following: the Public Service Act (No. 103 of 1994) and Public Service Regulations; the Employment Equity Act (No. 55 of 1998) and its reporting requirements; the Skills Development Act (No. 97 of 1998) and Skills Development Levies Act; the DPSA Professionalisation Framework (2024); relevant DPSA circulars and directives on HR planning, equity, and reporting; the Public Finance Management Act (No. 1 of 1999); and PERSAL HR administration. Knowledge of the NSF's mandate as a Schedule 3A Public Entity and the HR compliance obligations associated with its transition to entity status will be a strong advantage. Candidates must be proficient in Microsoft Office Suite. PERSAL proficiency or a PERSAL certificate will be an added advantage. Strong analytical, report-writing, stakeholder engagement, and communication skills are required. The ability to translate legislative and policy requirements into implementable HR plans, and to produce clear compliance reports for EXCO, DPSA, and the Department of Employment and Labour, is essential. A valid driver's licence.
- DUTIES** : Develop, implement, and monitor the NSF Human Resource Plan in compliance with the Public Service Act, Public Service Regulations, and DPSA planning directives, and submit the plan to the Director: HRM&D for approval and onward submission to the DPSA. Develop, implement, and monitor the NSF Employment Equity Plan in accordance with the Employment Equity Act, coordinate EE committee processes, and prepare and submit statutory EE reports to the Department of Employment and Labour within prescribed timeframes. Coordinate the development, review, and implementation of the NSF's HR strategy, ensuring alignment to the NSF Strategic Plan 2025-2030, the DPSA Professionalisation Framework (2024), and the requirements of a Schedule 3A entity. Develop, review, and maintain HR policies, procedures, and guidelines applicable to the NSF, and maintain a current, accessible HR policy register. Coordinate the compilation and submission of all HR statutory and compliance reports required by the DPSA, the Department of Employment and Labour, the NSF Committees or Board, and other oversight structures, within prescribed deadlines. Develop and maintain the NSF's HR management information system data integrity, and produce HR analytical reports, dashboards, and exception reports for management decision-making. Monitor compliance with HR prescripts across the NSF, identify non-compliance risks, and develop corrective action plans for the Director's consideration. Liaise with the DPSA, the Department of Employment and Labour, and other relevant bodies on HR planning, equity, and compliance matters on behalf of the NSF. Supervise and manage the performance of subordinate staff within the sub-directorate.
- ENQUIRIES** : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161
- POST 22/50** : **DEPUTY DIRECTOR: FUND MANAGEMENT (REF NO: NSF 07/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund
Directorate: Fund Management
- SALARY** : R932 292 per annum (All-Inclusive Remuneration Package) (Level 11)

**CENTRE
REQUIREMENTS**

: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Financial Management/ Accounting. A minimum of five (5) to ten (10) years of work experience in financial management, accounting, or auditing in the private or public sector with at least three (3) to five (5) years of junior management. Candidates with articles served with accounting/auditing firm registered with South African Institute of Chartered Accountants (SAICA) are encouraged to apply. Candidates with CA (SA) designation or studying towards CA (such as ITC or APC) will have a distinct advantage. Further skills and competency requirements related to strategic capability and leadership, budgeting, and financial management, problem solving and analysis, Knowledge management and technical proficiency, quality management, monitoring and evaluation, negotiations and stakeholder engagement and communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery oriented, customer-focused, maintains high integrity and can perform in a team environment. Good knowledge of financial frameworks and financial legislations and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidate must be willing to travel extensively across the country and work irregular hours with tight timeframes. Knowledge: Public Financial Management Act (PFMA), Skills Development Act, Skills Development Levies Act, Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA), National Treasury Regulation, General Recognised Accounting Practice. Skill and competencies requirements related to people management, project management, financial management, planning and organising, computer literacy, writing skills, verbal communication, attention to detail, preparing and delivering presentations, performing analysis, and resolving problems, and quality management. A valid driver's license and willingness to travel.

DUTIES

: Provide financial management support to NSF team project managers and skills development providers for the portfolio of skills development projects funded by NSF, Perform financial due diligence during the initiation of new skills development projects; Perform financial monitoring of the portfolio of projects including monitoring project expenditure against actual performance and approved budget; Perform financial reporting for the portfolio of projects during the execution and close-out thereof. Check and approve project payment drawdown requests; Prepare relevant financial workbooks, and develop monthly, quarterly, annual, and ad hoc financial reports; Provide the expenditure forecasting for a portfolio of projects; Prepare audits files for a portfolio of projects for use during auditing by the Auditor General of South Africa and internal audit; Participate as an active member of the NSF financial team.

ENQUIRIES

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

POST 22/51

: **DEPUTY DIRECTOR: INITIATION AND EVALUATION (REF NO: NSF08/07/2026) (6 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

**SALARY
CENTRE
REQUIREMENTS**

: R1 101 468 per annum (Level 12), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Development Studies, Public Management or Public Administration and Governance, Development Finance, Economics, Finance, Philosophy, Politics and Economics (PPE), Monitoring and Evaluation, Project Management, Accounting, or a related qualification within Human Resource Development, Financial Management, Business Management/Administration, Bachelor of Science, Bachelor of Social Sciences, Bachelor of Engineering or Public Sector Governance. This must be coupled with a minimum of five (5) years' relevant experience in project management, programme management, evaluation, or project funding with 3 years' experience in a junior management level. Candidates with a proven track record in project initiation and evaluation, programme and portfolio management, or funding administration within the public or private sector will have a distinct advantage. Experience in managing high-volume funding processes, infrastructure or development projects, and exposure to governance-intensive environments will be beneficial. A sound understanding of the Post-School Education and Training (PSET) system will serve as an added advantage. This is a middle management position within a highly regulated and governance-intensive environment, requiring a dynamic and results-driven individual with strong leadership and coordination capabilities. The successful candidate must possess a solid understanding of project initiation, evaluation, and due diligence processes, as well as knowledge of public sector governance frameworks,

including the Public Finance Management Act (PFMA) and related regulatory prescripts. The role requires excellent analytical, problem-solving, and report writing skills, with the ability to manage multiple complex processes simultaneously. The incumbent must demonstrate strong communication and stakeholder engagement capabilities and be proficient in monitoring and evaluation, financial analysis and budgeting, risk and compliance management, knowledge management, and quality assurance processes. The candidate must be client-oriented, service delivery focused, and able to perform effectively within a team and under pressure. Proficiency in Microsoft Office and ICT systems is essential. A valid driver's license is required. The successful candidate must be willing to travel extensively across the country and occasionally internationally, work irregular hours, and meet strict deadlines within tight timeframes. A valid driver's license.

DUTIES

: The successful candidate will be responsible for the effective implementation of the project initiation and evaluation lifecycle within the National Skills Fund (NSF), ensuring that all funding processes are conducted in a compliant, transparent, and efficient manner. This includes the implementation and management of Requests for Proposals (RFPs), Expressions of Interest (EOIs), and unsolicited funding processes, as well as the development and application of funding frameworks, evaluation templates, and application guidelines aligned to NSF policies and strategic objectives. The incumbent will oversee the receipt, logging, and tracking of all funding applications and ensure the effective coordination and execution of evaluation processes. This includes conducting and/or overseeing administrative compliance checks, tax compliance verification, restriction checks, technical evaluations, and reputational risk assessments. This requires ensuring that all evaluation processes are conducted fairly, consistently, and in accordance with approved criteria and governance standards. A key responsibility of the role includes conducting and reviewing due diligence processes, including site visits and institutional verification, to assess the capacity, credibility, and readiness of applicants. The incumbent will be required to validate the accuracy of information provided by applicants and identify and mitigate risks associated with funding decisions. The Deputy Director will play a critical role in supporting governance and decision-making processes by preparing and submitting comprehensive reports, submissions, and recommendation packs for internal governance structures, including the Funding Recommendation Committee (FRC) and the Funding Adjudication Committee (FAC). The role also involves coordinating and administering committee processes, including scheduling meetings, preparing documentation, and recording minutes, as well as preparing submissions and memoranda for the Executive Office (EO), Director-General (DG), and other relevant stakeholders. The incumbent will support contracting readiness by facilitating the preparation of Memoranda of Agreement (MOA), and related documentation, ensuring alignment between approved project budgets and implementation plans. The role further requires contributing to the development of monitoring and evaluation frameworks and conducting or overseeing project reviews, impact assessments, and performance evaluations to assess the effectiveness and outcomes of funded programmes. In addition, the Deputy Director will be responsible for preparing and submitting reports, presentations, and performance updates as required, and ensuring that all documentation and information related to project initiation and evaluation are properly maintained for knowledge management and audit purposes. The role requires active engagement with internal and external stakeholders across the PSET sector, participation in national, regional, and local platforms, and provision of guidance and support on skills development initiatives. The incumbent will also be responsible for managing staff under his or her supervision, providing leadership, guidance, and performance management, and contributing to the overall effectiveness and cohesion of the Directorate. The role requires active participation as a member of the Directorate team and contributing to continuous improvement and organisational excellence within the NSF.

ENQUIRIES

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

POST 22/52

: **DEPUTY DIRECTOR: RESEARCH (REF NO: NSF09/07/2026) (1 POSTS)**
 (24 Months Contract)
 Branch: Skills Development
 Component: National Skills Fund
 Chief Directorate: Strategy, Innovation and Organizational Performance

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (Level 11) (All-Inclusive Remuneration Package)
 : Pretoria
 : An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Economics, Econometrics and/or Statistics. A minimum of three (3) to five (5) years' collective working experience within the Research field with three (3) years' experience in a junior management level. The candidate should also have experience in economic research and analysis, experience in statistical analysis and/or economic

modelling, good writing skills, intermediate to advanced level proficiency in Excel with prior experience in using STATA, SPSS or SAS with knowledge of the Public Service and NSF mandates and strategies, Knowledge of the education system and pedagogy, Post school education and training system, Government wide legislation, Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations, NSF business strategies and goals, NSF Services, NSF business processes and value chain, NSF policies, procedures and regulations, Customer Service, NSF Values, NSF goals and performance requirements. Must be able to take accountability, practice service excellence, be collaborative, have Integrity, passion, developmental, be objective, dedicated, committed and willing to work irregular hours and do extensive travel. A valid driver's license. Skills: Applying Technology, Citizen Focus and Responsiveness, Diversity Management, be able to have an impact and influence decisions, to manage interpersonal conflict and resolving problems, be able to do networking and build bonds, plan and organize with excellent problem solving and decision making skills, shows concern for others with good self-management abilities, have good quality management, be able to manage and exercise research and analysis with technical proficiency.

DUTIES

: The successful candidate will be expected to conduct and manage socio-economic analysis and research by analysing and evaluating the effectiveness and impact of the NSF's projects and programmes on beneficiaries and institutions. Undertake cost benefit analysis to determine the value for money of the NSF's programmes. Establish the demand for scarce and critical skills across different sectors of the economy and assess the supply of training programmes across the different types of institutions and match them to NSF's planned interventions. Estimate the contribution of the NSF to the goals set out in the White Paper for Post School Education and Training and keep abreast of developments in research on labour markets and the skills system. Provide evidence and analysis to support the NSF's strategic planning and reporting processes by providing evidence and analysis to support the NSF's strategic planning processes. Draft reports on the NSF's progress against its targets and draft research reports for publication on the NSF website. Work with the skills planning mechanism within the DHET to ensure strategic alignment. Participate as an active member of the Directorate team by operating within delegated authorizations, adhering at all times to the values of the NSF and preparing monthly reports and making presentations as required.

ENQUIRIES

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

POST 22/53

: **DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY AND ANALYTICS (REF NO: NSF10/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Information Communication Technology And Analytics

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (Level 11) (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate bachelor's degree / advanced diploma (NQF level 7) in Information Technology, Computer Science, Information Systems, Informatics or a related field and certified in Veeam Certified Engineer (VMCE) or VMware Certified Professional (VCP). A postgraduate qualification and certifications such as ITIL, COBIT, PMP, CISM or CISSP, CompTIA Security+ (for security-focused environments and knowledge of virtualization (VMware Hyper-V) and Microsoft D365 will be an added advantage. A minimum of five (5) years' relevant experience in ICT, of which at least three (3) years must have been at a junior management level. Working knowledge of the Public Service Corporate Governance of ICT Policy Framework (DPSA), the National e-Government Strategy and Roadmap, the Protection of Personal Information Act (POPIA), the Cybercrimes Act, the PFMA, and the ICT House of Values. Practical experience in managing, maintaining and lead the core Backup infrastructure, rectify faults affecting Backup Infrastructure availability and capacity, install Backup server, and ensure that the organisational data is backed up and restores are functional. Provide 2nd,3rd line, and supervisor support to End User Computing (EUC) resources. Resolve medium to high operational incidents and provide support and associated services in the client's enterprise LAN /End-user environment to ensure good service delivery, and ICT vendor and SLA management. Strong leadership, project management, stakeholder engagement and report-writing skills. A valid driver's licence.

DUTIES

: Infrastructure Management: Deploy, patch, and monitor physical and virtual servers, storage networks (SAN/NAS), and cloud environments (Azure). Oversee and manage backup jobs and schedules, restore process (VM, files and databases) and resolution of high medium operational incidents. Implementation of all backup services and solutions relating to the Backup infrastructure and Directory services. Design procedures and standards for Directory integrated

systems, Servers and related services and monitor implementation thereof. Manage Mimecast platform administration of secure email gateway, email continuity and targeted thread projection. Incident Response: Troubleshoot system bottlenecks, hardware failures, and software issues, providing 2nd and 3rd-line technical support. Monitor availability of the backup infrastructure full, incremental, differential backups, replication and failover. Implementation of Server and Services Toolsets & Dashboards. Performing DR drills and recovery tests. Performing DR drills and recovery tests. Publish/ distribute server software/hardware upgrade. Vendor Management & Procurement: Assist with budgeting, contract negotiations, and evaluating third-party IT service providers. Coordinate incident response and risk-mitigation actions. Manage ICT vendors and Service Level Agreements; review performance against SLAs and PFMA-compliant procurement. Manage the budget, expenditure and human resources of the sub-directorate. Compile inputs into ICT governance committee, EXCO, Board and Audit & Risk Committee reports. Support internal and external audits (AGSA, Internal Audit) on ICT controls.

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

POST 22/54 : **DEPUTY DIRECTOR: INFRASTRUCTURE (REF NO: NSF11/07/2026) (3 POSTS)**
 (24 Months Contract)
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Infrastructure PMU

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Civil Engineering/Construction Management/ Quantity Surveying/Architecture/ Building Science/ Infrastructure Management/ Project Management/ Build Environment. This must be coupled with a minimum of five (5) years' relevant experience in infrastructure delivery, project management, programme management, construction management, or infrastructure programme management with 3 years' experience in a junior management level. A sound understanding of the Post-School Education and Training (PSET) system will serve as an added advantage. This is a middle management position within a highly regulated and governance-intensive environment, requiring a dynamic and results-driven individual with strong leadership and coordination capabilities. The successful candidate must possess a solid understanding of infrastructure delivery as well as knowledge of public sector governance frameworks, including the Public Finance Management Act (PFMA), infrastructure Delivery Management System, Infrastructure Programme Management Plans, Treasury Regulations, Construction Industry Development Board Act, Government Immovable Asset Management Act, National Building Regulations and Building Standards Act and related regulatory prescripts. The role requires excellent analytical, problem-solving, and report writing skills, with the ability to manage multiple complex processes simultaneously. The incumbent must demonstrate strong communication and stakeholder engagement capabilities and be proficient in programme and project management, financial analysis and budgeting, risk and compliance management, monitoring and evaluation, and quality assurance processes. The candidate must be client-oriented, service delivery focused, and able to perform effectively within a team and under pressure. Proficiency in Microsoft Office and ICT systems is essential. A valid driver's license is required. The successful candidate must be willing to travel extensively across the country and occasionally internationally, work irregular hours, and meet strict deadlines within tight timeframes. A valid driver's license.

DUTIES : The successful candidate will be responsible to manage and coordinate infrastructure programmes and projects from planning to completion. Develop, review and update infrastructure programme management plans. Review and approve infrastructure programme implementation plans. Monitor implementation of infrastructure projects to ensure compliance with approved plans, budgets and timeframes. Monitor project progress and expenditure. Conduct site visits and inspections to assess project performance and quality. Prepare monthly, quarterly and annual infrastructure performance reports. Identify project risks and implement mitigation measures. Ensure adherence to infrastructure norms, standards and legislative requirements. Prepare procurement plans and project specifications. Support infrastructure procurement processes in line with supply chain management policies. Monitor performance of consultants, contractors and implementing agents. Ensure compliance with contractual obligations and service level agreements. Manage infrastructure budgets and expenditure. Monitor cash flow projections and project financial performance. Ensure effective utilization of infrastructure grants and NSF allocations. The role also involves coordinating and administering committee processes, including scheduling meetings, preparing

documentation, and recording minutes, as well as preparing submissions and memoranda for the Executive Office (EO), Director-General (DG), and other relevant stakeholders. The role requires active engagement with internal and external stakeholders across the PSET sector, participation in national, regional, and local platforms, and provision of guidance and support on skills development initiatives. The incumbent will also be responsible for managing staff under his or her supervision, providing leadership, guidance, and performance management, and contributing to the overall effectiveness and cohesion of the Directorate. The role requires active participation as a member of the Directorate team and contributing to continuous improvement and organisational excellence within the NSF.

ENQUIRIES : Mr D Moyane (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161

POST 22/55 : **ASSISTANT DIRECTOR: INTERNAL AUDIT (REF NO: NSF12/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund Directorate: Internal Audit

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 9)
: Pretoria

: An appropriate bachelor's degree / national diploma (NQF Level 6) in Internal Auditing or related qualification. Registration with a professional body, professional qualification / designation such as Internal Audit Technician or Professional Internal Auditor will be an added advantage. A minimum of four (4) years' experience in internal and/or external audit, including at least three (3) year's experience at supervisory level. Experience in specialised audits such as Information Technology auditing and/or forensic auditing will be an added advantage. Sound knowledge of Global Internal Audit Standards, Internal Audit Methodology, Risk Management principles, Public Finance Management Act (PFMA) and National Treasury Regulations, National Treasury Internal Audit Framework, Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act (BCEA), Occupational Health and Safety standards and Generally Recognised Accounting Practice. Good knowledge of public service mandates and strategies, and in particular the post school education and training system, will be an added advantage. Project Management and ability to meet deadlines. Good verbal and written communication skills, problem solving skills, analytical skills and attention to detail. Good interpersonal skills and ability to interact at all levels and ability to work in a team. Computer literacy, including experience with Microsoft Office. Administration, planning and organising skills. Supervision, coaching, training and motivation of team members. Ability to work under pressure. A valid driver's license and willingness to travel.

DUTIES : Provide input in the development of the annual internal audit plan and rolling three-year plan. Perform and/or review planning, execution, and reporting of internal audits as per the approved Internal Audit Plan and in accordance with the Global Internal Audit standards and best practice. Complete and/or review audit working papers of high quality in accordance with the Internal Audit methodology of the NSF. Draft and/or review internal audit findings. Drafting of internal audit reports. Obtaining management comments and finalise the report within agreed timelines. Perform follow up audits on internal audit and/or external audits. Assist with queries of compliance or performance put forward to the internal audit directorate and assist with performing of compliance and performance audits where required. Compile and/or review an indexed and audit file for each audit conducted, according to quality procedure and policy requirements. Meet deadlines for submissions. Examine and execute the effectiveness and efficient use of resources. Review current audit systems and processes to recommend improvements to enhance effectiveness. Flag audit risks and breakdowns in the internal control environment. Contribute to raising awareness of the internal audit directorate unit by engaging with stakeholders. Compile and review regular time sheets. Supervision, coaching, training and motivation of team members. Prepare progress and audit reports for management. Assists the supervisor in the performance of internal audit reviews. Monitor time and progress on projects and report to Deputy Director. Provide administrative support to the Internal Audit Directorate, including secretariat support to the Audit Committee, when assistance is required. Keep abreast with global trends and best practice. Adhere at all times to the values of the National Skills Fund. Operate within the policies, procedures and rules of the National Skills Fund

ENQUIRIES : Mr D Moyane (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161

<u>POST 22/56</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (15 POSTS)</u> (24 Months Contract) Branch: Skills Development Component: National Skills Fund Chief Directorate: Skills Development Implementation
<u>SALARY CENTRE</u>	:	R605 742 per annum (Level 10) As per the reference number stated in the advertisement. KZN Region: (Ref No: NSF13/07/2026) (3 Posts) GP/FS/NW Region (Ref No: NSF14/07/2026) (5 Posts) EC Region: (Ref No: NSF15/07/2026) (4 Posts) LP/MP Region: (Ref No: NSF16/07/2026) (3 Posts)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/Management/ Business Management/ Monitoring and Evaluation/ Project Management/ Finance/ Human Resource Development. A minimum of three (3) to five (5) years' work experience at a supervisory level in project management environment. Successful candidate must be willing to relocate to the relevant Region as the Centre of operation will be within the relevant region and Province. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organizing, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's license.
<u>DUTIES</u>	:	Responsible for monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by service providers meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoice and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and uploading monthly and quarterly project progress reports onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team by operating within delegated authorizations, preparing monthly reports and presentations as required and always adhering to the values of the NSF.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161
<u>POST 22/57</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME MONITORING (REF NO: NSF17/07/2026) (2 POSTS)</u> (24 Months Contract) Branch: Skills Development Component: National Skills Fund Directorate: Programme Monitoring
<u>SALARY CENTRE</u>	:	R605 742 per annum (Level 10) Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/Management/ Business Management/ Monitoring and Evaluation/ Project Management/Finance A minimum of three (3) to five (5) years' work experience at a supervisory level in project management environment. Knowledge and experience in assisting with the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the

ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES

: Monitor the implementation of projects in the national and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Programme Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Attend to all the projects audit matters. Escalate the issue to Deputy Director: Programme Monitoring and other relevant stakeholders. Conduct due diligence regarding all project's activities including, but not limited to new projects, complete change request documentation and submit to the Deputy Director: National Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management systems available to NSF. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team in all relevant structures of the NSF.

ENQUIRIES

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

POST 22/58

: **ASSISTANT DIRECTOR: INITIATION AND EVALUATION (REF NO: NSF18/07/2026) (12 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

SALARY CENTRE REQUIREMENTS

: R605 742 per annum (Level 10)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Development Studies, Public Management or Public Management and Governance, Development Finance, Economics, Finance, Philosophy, Politics and Economics (PPE), Monitoring and Evaluation, Project Management, Accounting, or a related qualification within Human Resource Development, Financial Management, Business Management/Administration, Bachelor of Science, Bachelor of Social Sciences, Bachelor of Engineering or Public Sector Governance is required. A minimum of three (3) to five (5) years' work experience at a supervisory level in project management. Candidates that have experience or proven track record of assisting in initiating and evaluating projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Candidates that have experience in infrastructure or build project environment are encouraged to apply. Good knowledge of Post School Education and Training System will also be an added advantage. This is junior management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, initiation, monitoring, evaluation, problem solving, analysis, report writing, preparing presentations, marketing, communication, knowledge management, quality management, budgeting, financial management, human resources management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's licence.

DUTIES

: Effective implementation of the project initiation and evaluation process in the National Skills Fund (NSF). Receipt, logging and evaluation of applications for solicited and unsolicited projects. Implement the Request for Proposal (RFP) process for solicited projects. Effectively report on RFP applications in the various

stages of the project initiation process. Perform, engage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited received project applications. Review due diligence/research conducted on applicants for solicited and unsolicited projects. Check the accuracy of the information received from applicants. Prepare draft Memorandum of Understanding (MOU) /Agreement (MOA) or Service Level Agreements (SLAs) for service providers. Alignment of final implementation plan/business plan of the approved project versus the approved project budget. Collaboratively develop the monitoring and evaluation framework that defines monitoring principles and evaluation metrics for the project. Prepare reports and packs for the Funding Adjudication Committee (FAC). Manage and coordinate the preparation of committee meetings. Administer administrative duties to the FAC including the taking of meeting minutes. Prepare submissions/memorandums for the Executive Office (EO), Director-General (DG) and other relevant stakeholders. Effectively manage and implement the project evaluation process. Review the impact and effectiveness of projects/programmes by conducting impact assessments/reviews and/or overseeing impact assessments conducted externally. Timely submit reports and make presentations as required. Ensure that all documentation and information related to projects and programmes initiation and evaluation are submitted for knowledge management purposes. Manage and engage with internal/external stakeholders relevant to the initiation and evaluation of projects. Actively participate in national, regional and local structures and platforms that are relevant for effective skills development implementation. Manage staff under his/her supervision. Provide feedback and advice regarding skills development activities.

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

POST 22/59 : **ASSISTANT DIRECTOR: STAKEHOLDER COORDINATION AND REPORTING IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER: NSF (1 POST) (REF NO: NSF 19/07/2026)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund

SALARY CENTRE REQUIREMENTS : R487 197 per annum. (Level 9)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/ Public Management/ Communications/ Stakeholder Relations/ Development Studies/ Social Sciences/ Business Administration/ Monitoring and Evaluation/ or a related field. A minimum of three (3) to (5) years' relevant experience in stakeholder coordination, reporting, executive support, governance administration, communications support, public liaison, project administration or performance information support. Experience in stakeholder coordination, report writing, meeting administration, correspondence tracking, action log management, public liaison, records management and information coordination. Knowledge: Stakeholder coordination, Batho Pele principles, report writing, records management, meeting administration, Public Service Regulations, PFMA, correspondence management, governance support, performance reporting and the NSF mandate. Problem solving and analysis, client orientation, communication, interpersonal relations, planning and organising, report writing, computer literacy, teamwork, flexibility, attention to detail, confidentiality, integrity and service delivery orientation. Good computer skills and a valid driver's license.

DUTIES : Provide stakeholder coordination and reporting support for CEO office engagements. Maintain stakeholder records, engagement schedules, meeting packs and follow up trackers. Draft reports, briefing notes, minutes, action logs and stakeholder engagement summaries. Coordinate inputs from internal components and external stakeholders for CEO engagements. Track stakeholder commitments, correspondence and matters requiring CEO attention. Maintain complete records and evidence files for reporting, audit and institutional memory. Support reporting on Schedule 3A transition workstreams where required. Managing employees related matters within the directorate. Always adhere to the values of NSF.

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

POST 22/60 : **ASSISTANT DIRECTOR: INFRASTRUCTURE (REF NO: NSF20/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Infrastructure PMU

SALARY CENTRE : R605 742 per annum (Level 10)
: Pretoria

REQUIREMENTS

: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Building Environment, Civil Engineering, Construction Management, Quantity Surveying, Architecture, Project Management. A minimum of three (3) to five (5) years' work experience at a supervisory level in infrastructure project management, infrastructure delivery, construction management, or project monitoring and evaluation. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations, Infrastructure Delivery Management System, Occupational Health and Safety Act; Project Management principles and methodologies. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem- solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES

: Support the development and implementation of infrastructure project plans and schedules. Participate in project initiation, feasibility assessments, and planning processes. Review project implementation plans and ensure alignment with NSF objectives and approved funding agreements. Assist in defining project scope, deliverables, milestones, and performance indicators. Coordinate project activities with implementing agents, service providers, beneficiaries, and stakeholders. Monitor infrastructure projects throughout the project lifecycle. Conduct site visits and inspections to assess project progress, quality, compliance, and performance. Verify project milestones and deliverables against approved plans and contracts. Identify project risks, delays, and implementation challenges and recommend corrective actions. Monitor adherence to approved project schedules, budgets, and quality standards. Assist in managing infrastructure-related contracts and service level agreements. Monitor compliance with applicable legislation, policies, standards, and funding conditions. Ensure adherence to procurement and contract management requirements. Verify compliance with Occupational Health and Safety requirements and applicable construction regulations. Maintain project records and documentation for audit and governance purposes. Liaise with beneficiaries, implementing agents, consultants, contractors, government departments, and other stakeholders. Facilitate communication and coordination between project stakeholders. Identify and assess project risks and recommend mitigation measures. Monitor implementation of risk management plans. Support internal and external audit processes relating to infrastructure projects. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team in all relevant structures of the NSF.

ENQUIRIES

: Mr D Moyane (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161

POST 22/61

: **ASSISTANT DIRECTOR - EVENTS MANAGEMENT (REF NO: NSF 21/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund – PR & COMMS

SALARY CENTRE REQUIREMENTS

: R487 197 per annum. (Level 9)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF level 6) in Public Relations, Communication/ Marketing/ Hospitality Management/ Project Management or related qualification. Public management and/or post-school education and training experience will be advantageous. A valid driver's license is a requirement. A minimum of three (3) years relevant event management experience with at least three (3) years' work experience at a supervisory or management role. Portfolio submitted demonstrating relevant experience. Process competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written

- communication skills Good office management skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.
- DUTIES** : Planning NSF events from start to finish according to requirements, target audience and objectives. The successful candidate will be responsible for the development and maintenance of the NSF events calendar inclusive of own, partner and industry events. Proactively make recommendations to enhance the success of NSF events and/or participation in stakeholder events. Participate in the budget planning processes and ensure adherence to approved budget and budget items. Coordinate branding requirements for internal and external events. Provide relevant specifications for events towards the sourcing of venues and procurement of event management service providers. Manage sourced personnel (professional MCs, audio-visual technicians, caterers and waiters etc.) including setting up and strike down activities. Coordinate all event operations and maintaining a stakeholder liaison role. Lead promotional activities for the event. Identify event risks and implement mitigation measures and resolve any challenges which may affect the successful delivery of events. Administer event feedback surveys, analyse event successes and prepare reports. Extensive travel. The position forms of the Directorate: Public Relations and Communication based in Pretoria and involves extensive travel nationwide.
- ENQUIRIES** : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161
- POST 22/62** : **ASSISTANT DIRECTOR: ORGANIZATIONAL PERFORMANCE AND REPORTING (REF NO: NSF22/07/2026) (2 POST)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Organizational Performance And Reporting
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
Pretoria
- : An appropriate bachelor's degree / national diploma (NQF level 6) in Strategic Management, Monitoring & Evaluation, Public Administration, Public Management, Development Studies. A minimum of three (3) years' relevant experience in strategic planning, performance information management, monitoring & evaluation or reporting within the public sector or a Schedule 3A Public Entity with at least three (3) years' work experience at a supervisory or management role. Working knowledge of the DPME Revised Framework for Strategic Plans and Annual Performance Plans, the National Treasury Framework for Managing Programme Performance Information (FMPPi), the PFMA, the Public Service Regulations, the AGSA Audit of Predetermined Objectives (AoPI) methodology, the Skills Development Act and NSDP 2030. Strong analytical, report-writing, data-validation and stakeholder-engagement skills. Computer literacy (MS Office, performance information systems, BI/reporting tools). A valid driver's licence.
- DUTIES** : Support the development, consolidation and quality-assurance of the NSF Strategic Plan, Annual Performance Plan (APP) and Operational Plan, in line with the DPME Revised Framework. Coordinate the collection, validation and verification of performance information from NSF programmes and business units. Compile draft quarterly, mid-year and annual performance reports to the Executive Authority, National Treasury, DPME and DHET. Maintain Technical Indicator Descriptions (TIDs) and the Performance Information Management Framework. Support AGSA Audit of Predetermined Objectives (AoPI) processes. Prepare audit files, evidence portfolios and management responses. Identify under-performance trends, raise findings with line management and track corrective actions. Contribute inputs into the NSF Annual Report. Support implementation and continuous improvement of the Performance Information System. Engage internal and external stakeholders on performance data, reporting timelines and assurance requirements.
- ENQUIRIES** : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161
- POST 22/63** : **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY - MICROSOFT D365 SUPPORT (REF NO: NSF23/07/2026) (2 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Information Communication Technology And Analytics
- SALARY CENTRE REQUIREMENTS** : R487 197per annum (Level 09)
Pretoria
- : An appropriate bachelor's degree/ national diploma (NQF Level 6) in information technology, Computer Science. A minimum of 3-5 years of relevant experience in

ICT, with at least (3) to five (5) years of Microsoft D365 Application Support and work experience at a supervisory role. Must have experience with all phases of Microsoft D365 software development life cycle using a combination of Azure DevOps and LCS. Experience with Microsoft Azure Platform (Azure Service Bus, Logic App, PowerApps, Event Hub, Power Automate, etc.) will be an added advantage. Knowledge of public sector ICT governance frameworks (e.g., DPSA, CGICTPF, POPIA, ISO/IEC standards). Experience in IT project management and user support, the incumbent will also be a person who works well under pressure, pays attention to detail, works well within a team environment and has good communication skills. Excellent technical knowledge of ICT systems, and security, Strong leadership, communication, and stakeholder management skills. Analytical thinking and problem- solving abilities.

DUTIES

: The D365 Support Technician (Assistant Director Level) will oversee technical support and operational readiness during the implementation of Microsoft Dynamics 365. Act as a bridge between the technical team, business stakeholders, and end-users, ensuring system stability, issue resolution, and successful rollout. The Administrator will be responsible for analysis, configuration, and maintenance of the Microsoft Dynamics D365. The ideal candidate should have knowledge of D365 system, workflows, configuration (including UI / form development), security, reporting / dashboards, any custom development, web portals, data integrations, and any device integration. Knowledge of ICT legislation and policy frameworks in the public service. Continue monitoring & fine-tuning performance for D365 instances. Assist the team to ensure compliance with IT policies and procedures. Collaborate with developers, integrators, and business partners for system enhancements/upgrades. A valid driver's license. Coordinate ICT service delivery, including user support, and system administration. Oversee the implementation and maintenance of business systems and enterprise resource planning. Ensure proper ICT governance, including risk management, business continuity, and disaster recovery planning.

ENQUIRIES

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

POST 22/64

: **ASSISTANT DIRECTOR: FUND MANAGEMENT (REF NO: NSF 24/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund
Directorate: Fund Management

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 9)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF level 6) in Financial Management/ Accounting. A minimum of three (3) to five (5) years of work experience in financial management, accounting, or auditing in the private or public sector with at least three (3) years at a supervisory level. Further skills and competency requirements related to strategic capability and leadership, budgeting, and financial management, problem solving and analysis, Knowledge management and technical proficiency, quality management, monitoring and evaluation, negotiations and stakeholder engagement and communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery oriented, customer-focused, maintains high integrity and can perform in a team environment. Good knowledge of financial frameworks and financial legislations and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidate must be willing to travel extensively across the country and work irregular hours with tight timeframes. Knowledge: Public Financial Management Act (PFMA), Skills Development Act, Skills Development Levies Act, Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA), National Treasury Regulation, General Recognised Accounting Practice. Skill and competencies requirements related to people management, project management, financial management, planning and organising, computer literacy, writing skills, verbal communication, attention to detail, preparing and delivering presentations, performing analysis, and resolving problems, and quality management. A valid driver's license and willingness to travel.

DUTIES

: Provide financial management support to NSF team project managers and skills development providers for the portfolio of skills development projects funded by NSF, Perform financial due diligence during the initiation of new skills development projects; Perform financial monitoring of the portfolio of projects including monitoring project expenditure against actual performance and approved budget; Perform financial reporting for the portfolio of projects during the execution and close-out thereof. Check and approve project payment drawdown requests; Prepare relevant financial workbooks, and develop monthly, quarterly, annual, and ad hoc financial reports; Provide the expenditure forecasting for a portfolio of

projects; Maintain a central filing system for all project financial documents for use by the Auditor General of South Africa and internal audit; Participate as an active member of the NSF financial team. Supervise a team of financial officers/clerks responsible for project financial administration. Allocate and review work of junior staff to ensure accuracy, completeness and adherence to deadlines. Provide on the job training and mentoring junior staff on policies, systems and procedures. Liaise with internal support units e.g. HR and supply chain on routine administrative matters affecting the fund management unit.

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

POST 22/65 : **ASSISTANT DIRECTOR: RESEARCH (REF NO: NSF25/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Strategy, Innovation and Organizational Performance

SALARY : R487 197 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Economics, Econometrics and/or Statistics. A minimum of three (3) to five (5) years' collective working experience within the Research field with three (3) years' experience in a supervisory position. Knowledge of the education system and pedagogy, Post school education and training system, Government wide legislation, Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations, NSF business strategies and goals, NSF Services, NSF business processes and value chain, NSF policies, procedures and regulations, Customer Service, NSF Values, NSF goals and performance requirements. Must be able to take accountability, practice service excellence, be collaborative, have Integrity, passion, developmental, be objective, dedicated, committed and willing to work irregular hours and do extensive travel. A valid driver's license. Skills: Applying Technology, Citizen Focus and Responsiveness, Diversity Management, be able to have an impact and influence decisions, to manage interpersonal conflict and resolving problems, be able to do networking and build bonds, plan and organize with excellent problem solving and decision making skills, shows concern for others with good self-management abilities, have good quality management, be able to manage and exercise research and analysis with technical proficiency.

DUTIES : The successful candidate will be expected to conduct socio-economic analysis and research by analysing and evaluating the effectiveness and impact of the NSF's projects and programmes on beneficiaries and institutions. Undertake cost benefit analysis to determine the value for money of the NSF's programmes. Establish the demand for scarce and critical skills across different sectors of the economy and assess the supply of training programmes across the different types of institutions and match them to NSF's planned interventions. Estimate the contribution of the NSF to the goals set out in the White Paper for Post School Education and Training and keep abreast of developments in research on labour markets and the skills system. Provide evidence and analysis to support the NSF's strategic planning and reporting processes by providing evidence and analysis to support the NSF's strategic planning processes. Draft reports on the NSF's progress against its targets and draft research reports for publication on the NSF website. Work with the skills planning mechanism within the DHET to ensure strategic alignment. Participate as an active member of the Directorate team by operating within delegated authorizations, adhering at all times to the values of the NSF and preparing monthly reports and making presentations as required.

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

POST 22/66 : **SENIOR PRACTITIONER: INTERNAL AUDIT (REF NO: NSF 26/07/2026) (4 POSTS)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund Directorate: Internal Audit

SALARY : R413 001 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree / national diploma (NQF Level 6) in internal auditing or related qualification. Registration with a professional body, professional qualification / designation such as Internal Audit Technician or Professional Internal Auditor will be an added advantage. A minimum of three (3) years' experience within the internal audit and/or external audit environment. Experience in specialised audits such as Information Technology auditing and/or forensic auditing will be an added advantage. Competencies: Sound knowledge of Global

Internal Audit Standards, Internal Audit Methodology, Risk Management principles, National Treasury Internal Audit Framework, Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act (BCEA), Occupational Health and Safety standards and Generally Recognised Accounting Practice. Good knowledge of public service mandates and strategies, and in particular the post school education and training system, will be an added advantage. Project Management and ability to meet deadlines. Good verbal and written communication skills, problem solving skills, analytical skills and attention to detail. Good interpersonal skills, ability to interact at all levels and ability to work in a team. Computer literacy, including experience with Microsoft Office. Administration, planning and organising skills. Ability to work under pressure. A valid driver's license and willingness to travel.

DUTIES

: Provide administrative support to the Internal Audit Directorate, including secretariat support to the Audit Committee, when assistance is required. Assist with the planning, execution, and reporting of internal audits as per the approved Internal Audit Plan and in accordance with the Institute of Internal Auditors (IIA) standards and best practice. Complete audit working papers of high quality in accordance with the Internal Audit methodology of the NSF. Draft internal audit findings. Assist with drafting of reports when required. Assist with follow up audits on internal audit and/or external audits. Assist with queries of compliance or performance put forward to the internal audit directorate and assist with performing of compliance and performance audits where required. Compile an indexed and audit file for each audit conducted, according to quality procedure and policy requirements. Meet deadlines for submissions. Review current audit systems and processes to recommend improvements to enhance effectiveness. Flag audit risks and breakdowns in the internal control environment. Contribute to raising awareness of the internal audit directorate by engaging with stakeholders. Compile regular time sheets. Supervise Interns. Provide secretariat services during the audits such as recording, compilation and distribution of minutes of meetings, where required. Keep abreast with global trends and best practice. Adhere at all times to the values of the National Skills Fund. Operate within the policies, procedures and rules of the National Skills Fund.

ENQUIRIES

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

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs (DHA) seeks to hire patriotic, professional, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.

APPLICATION : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date

CLOSING DATE : 10 July 2026

NOTE : The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing. accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

ERRATUM: Kindly note that the following posts that were advertised in the Public Service Vacancy Circular Number 21, dated 19 June 2026, have been withdrawn: Deputy Director: Provincial Coordination/Provincial Manager's Office: Eastern Cape Ref No: HRMC 38/26/2a (X1 Post)/Provincial Manager's Office: Free State Ref No: HRMC 38/26/2b (X1 Post)/Provincial Manager's Office: Kwa-Zulu Natal Ref No: HRMC 38/26/2c (X1 Post)/Provincial Manager's Office: Limpopo Ref No: HRMC 38/26/2d (X1 Post)/Provincial Manager's Office: Mpumalanga Ref No: HRMC 38/26/2e (X1 Post) /We apologise for the inconvenience caused.

OTHER POSTS

POST 22/67 : **ASSISTANT DIRECTOR: IMMIGRATION SERVICES INSPECTORATE, (6 POSITIONS)**

SALARY CENTRE : R605 742 - R713 535 per annum (Level 10). (An all-inclusive salary package)
: Eastern Cape: Large Office: Mthatha Ref No: HRMC 41/26/1a (1 Post)
Free State: Large Office: Phuthatditjhaba Ref No: HRMC 41/26/1b (1 Post)
Mpumalanga: Large Office: Ermelo Ref No: HRMC 41/26/1c (1 Post)
Northern Cape: Large Office: Kimberley Ref No: HRMC 41/26/1d (1 Post)
Northern Cape: Large Office: Upington Ref No: HRMC 41/26/1e (1 Post)
Western Cape: Large Office: Large office Khayelitsha Ref No: HRMC 41/26/1f (1 Post)

REQUIREMENTS : An undergraduate qualification in Law, Public Management, Public Administration, LLB, Policing, Criminology, Forensics, Paralegal, Criminal Justice at NQF level 6 as recognized by SAQA. A minimum of 3 years' supervisory experience in a law enforcement, Legal or Security environment is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Refugee Act and Immigration Act. Knowledge and understanding of all Acts administered by the Department. Knowledge and understanding of Criminal Prosecution Act. Knowledge of International treaties. Knowledge of the South African Constitution. Knowledge of Human Resource Regulatory Framework. A valid driver's license (Code B/C1/C/EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours. Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and organising. Strong Analytical Skills. Written and verbal communication. Diplomacy. Accountability. Conflict management and resolution. Analytical skills. Communication Skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage Inspectorate operations management within the Office/district. Provide advice and recommendation on immigration transgression cases to the office/region/district. Represent the department on security cluster forums. Ensure effective investigations of transgressions of the DHA legislation. Review quality management (investigation) reports and take corrective action where required and provide necessary support and leadership to immigration officials under his/her chain of command. Develop quality assurance and data quality strategies and actions. Monitor statistics of inspections/investigations within the office/district/Region. Analyse trends and communicate the information to the Office Manager. Advise the office manager, District Manager Operations and Provincial Manager on immigration matters. Liaise with Central law enforcement regarding priority and high-profile cases, Liaise and provide support to Counter Corruption on cases that involve their mandate and immigration matters. Liaise with law enforcement agencies and other relevant stakeholders to ensure smooth and effective processing of cases identified in the Region Assistant Director: Immigration Services Inspectorate Page 3 of 8. Liaise with deportation unit to effect deportations and oversee the effective, humane and speedy deportation of cases from the office/district/region. Coordinate information and assist with regards to the investigation of issuing of temporary residence permits/permanent residence permits. Oversee Court cases involving the office/district/region. Provide effective oversight and management of Immigration functions within the office/district/region and provide investigative support to Civic services. Develop and implementation of policies, procedures, directives, acts and regulations. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Eastern Cape: Mr L Jama, Tel No: (043) 642 1846
Free State: Ms V Molefe, Tel No: (051) 430 0378
Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504
Northern Cape: Mr W Masilonyana, Tel No: (053) 807 6725
Western Cape: Mr M Pienaar, Tel (021) 488 1409

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: -
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200
Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

POST 22/68 : **CONTROL IMMIGRATION OFFICER: INSPECTORATE, (24 POSITIONS)**

SALARY CENTRE : R413 001 - R486 501 per annum (Level 8) (A basic salary package)
Eastern Cape: Large Office: Mthatha Ref No: HRMC 41/26/2a (1 Post)
Eastern Cape: Medium Office: Mount Frere Ref No: HRMC 41/26/2b (1 Post)
Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 41/26/2c (1 Post)
Eastern Cape: Medium Office: Mdantsane Ref No: HRMC 41/26/2d (1 Post)
Eastern Cape: Medium Office: Graaff Reinet Ref No: HRMC 41/26/2e (1 Post)
Free State: Large Office: Bloemfontein Ref No: HRMC 41/26/2f (1 Post)
Free State: Medium Office: Bethlehem Ref No: HRMC 41/26/2g (1 Post)
Free State: Medium Office: Kroonstad Ref No: HRMC 41/26/2h (1 Post)
Limpopo: Medium Office: Nebo Ref No: HRMC 41/26/2i (1 Post)
Limpopo: Medium Office: Modjadjiskloof Ref No: HRMC 41/26/2j (1 Post)
Mpumalanga: Large Office: Nelspruit Ref No: HRMC 41/26/2k (1 Post)

Mpumalanga: Medium Office: Malelane Ref No: HRMC 41/26/2l (1 Post)
 Mpumalanga: Medium Office: Barberton Ref No: HRMC 41/26/2m (1 Post)
 Mpumalanga: Medium Office: White River (Nsikazi) Ref No: HRMC 41/26/2n (1 Post)
 Mpumalanga: Large Office: Ermelo Ref No: HRMC 41/26/2o (1 Post)
 Northern Cape: Large Office: Kimberley Ref No: HRMC 41/26/2p (1 Post)
 Northern Cape: Large Office: Kuruman Ref No: HRMC 41/26/2q (1 Post)
 Northern Cape: Large Office: Upington Ref No: HRMC 41/26/2r (1 Post)
 Northern Cape: Medium Office: Calvinia Ref No: HRMC 41/26/2s (1 Post)
 Western Cape : Medium Office: Somerset West Ref No: HRMC 41/26/2t (1 Post)
 Western Cape : Large Office: Paarl Ref No: HRMC 41/26/2u (1 Post)
 Western Cape : Medium Office: Mitchell's Plain Ref No: HRMC 41/26/2v (1 Post)
 Western Cape : Medium Office: Oudtshoorn Ref No: HRMC 41/26/2w (1 Post)
 Western Cape : Large Office: George Ref No: HRMC 41/26/2x (1 Post)

REQUIREMENTS

: A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 Years' experience in a law enforcement environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations. Knowledge of International treaties. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. A valid drivers' license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Work extended hours. Required skills and competencies: Service delivery. Innovation. Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Planning, organising and time management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002. Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country. Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents. Assist in dealing with illegal migration facilitated by corruption, and other high-profile cases. Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department. Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin. Administrate and implement inspections in loco. Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations. Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation. Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation. Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner. Assist in crime combatting operations with other law enforcement agencies. Participate in security cluster forums and case flow management meetings. Prepare reports and statistics as directed. Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks. Ensure the implementation of Departmental policies and procedures. Maintain relationships with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama, Tel No: (043) 642 1846
 Free State: Ms V Molefe, Tel No: (051) 430 0378
 Limpopo: Mr J Kgole, Tel No: (015) 287 2802
 Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504
 Northern Cape: Mr W Masilonyana, Tel No: (053) 807 6725
 Western Cape: Mr M Pienaar, Tel (021) 488 1409

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: -

Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600

Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200

Northern Capel: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

POST 22/69**IMMIGRATION OFFICER: INSPECTORATE (106 POSITIONS)****SALARY**

R280 278 - R330 162 per annum (Level 6). (A basic salary)

Eastern Cape: Medium Office: Butterworth Ref No: HRMC 41/26/3a (1 Post)
Eastern Cape: Medium Office: Idutywa Ref No: HRMC 41/26/3b (1 Post)
Eastern Cape: Medium Office: Peddie Ref No: HRMC 41/26/3c (1 Post)
Eastern Cape: Medium Office: Mdantsane Ref No: HRMC 41/26/3d (1 Post)
Eastern Cape: Medium Office: Graaff Reinet Ref No: HRMC 41/26/3e (1 Post)
Eastern Cape: Medium Office: Grahamstown Ref No: HRMC 41/26/3f (1 Post)
Eastern Cape: Medium Office: Motherwell Ref No: HRMC 41/26/3g (1 Post)
Eastern Cape: Medium Office: Cofimvaba Ref No: HRMC 41/26/3h (1 Post)
Eastern Cape: Medium Office: Aliwal North Ref No: HRMC 41/26/3i (1 Post)
Eastern Cape: Medium Office: Engcobo Ref No: HRMC 41/26/3j (1 Post)
Eastern Cape: Medium Office: Mqanduli Ref No: HRMC 41/26/3k (1 Post)
Eastern Cape: Medium Office: Libode Ref No: HRMC 41/26/3l (1 Post)
Eastern Cape: Medium Office: Bizana Ref No: HRMC 41/26/3m (1 Post)
Eastern Cape: Medium Office: Matatiele Ref No: HRMC 41/26/3n (2 Posts)
Eastern Cape: Medium Office: Mount Fletcher Ref No: HRMC 41/26/3o (1 Post)
Eastern Cape: Medium Office: Sterkspruit Ref No: HRMC 41/26/3p (1 Post)
Eastern Cape: Large Office: Mthatha Ref No: HRMC 41/26/3q (1 Post)
Eastern Cape: Medium Office: Qumbu Ref No: HRMC 41/26/3r (1 Post)
Eastern Cape: Large Office: East London Ref No: HRMC 41/26/3s (1 Post)
Eastern Cape: Large Office: Gqeberha Ref No: HRMC 41/26/3t (2 Posts)
Free State: Medium Office: Botshabelo Ref No: HRMC 41/26/3t (3 Posts)
Free State: Medium Office: Thaba Nchu Ref No: HRMC 41/26/3u (2 Posts)
Free State: Medium Office: Zastron Ref No: HRMC 41/26/3v (1 Post)
Free State: Large Office: Koffiefontein Ref No: HRMC 41/26/3w (1 Post)
Free State: Large Office: Welkom Ref No: HRMC 41/26/3x (3 Posts)
Free State: Medium Office: Bultfontein Ref No: HRMC 41/26/3y (1 Post)
Free State: Large Office: Phuthatditjhaba Ref No: HRMC 41/26/3z (6 Posts)
Free State: Large Office: Bloemfontein Ref No: HRMC 41/26/3aa
Free State: Medium Office: Harrismith Ref No: HRMC 41/26/3ab (1 Post)
Limpopo: Medium Office: Nebo Ref No: HRMC 41/26/3ad (1 Post)
Limpopo: Medium Office: Modjadjiskloof REF NO: HRMC 41/26/3ae
Mpumalanga: Large Office: Nelspruit Ref No: HRMC 41/26/3af (4 Posts)
Mpumalanga: Medium Office: Barberton Ref No: HRMC 41/26/3ag (1 Post)
Mpumalanga: Medium Office: Hazzyview Ref No: HRMC 41/26/3ah (1 Post)
Mpumalanga: Medium Office: Mashishing (Lydenburg) Ref No: HRMC 41/26/3ai (3 Posts)
Mpumalanga: Medium Office: Nkomazi Ref No: HRMC 41/26/3aj (1 Post)
Mpumalanga: Medium Office: White River (Nsikazi) Ref No: HRMC 41/26/3ak (3 Posts)
Mpumalanga: Medium Office: Maphulaneng Ref No: HRMC 41/26/3al (1 Post)
Mpumalanga: Medium Office: Belfast Ref No: HRMC 41/26/3am (1 Post)
Mpumalanga: Medium Office: Delmas Ref No: HRMC 41/26/3an (1 Post)
Mpumalanga: Medium Office: Middleburg Ref No: HRMC 41/26/3ao (2 Posts)
Mpumalanga: Medium Office: Mkobolo Ref No: HRMC 41/26/3ap (1 Post)
Mpumalanga: Large Office: Ermelo Ref No: HRMC 41/26/3aq (2 Posts)
Mpumalanga: Medium Office: Piet Retief Ref No: HRMC 41/26/3ar (1 Post)
Mpumalanga: Medium Office: Secunda Ref No: HRMC 41/26/3aps (1 Post)
Mpumalanga: Medium Office: Volksrust Ref No: HRMC 41/26/3at (1 Post)
Mpumalanga: Medium Office: Eerstehoek Ref No: HRMC 41/26/3au (1 Post)
Mpumalanga: Medium Office: Standerton Ref No: HRMC 41/26/3av (1 Post)
Mpumalanga: Medium Office: Malelane Ref No: HRMC 41/26/3aw (1 Post)
Northern Cape: Large Office: Kimberley Ref No: HRMC 41/26/3ax (5 Posts)
Northern Cape: Medium Office: Pampierstad Ref No: HRMC 41/26/3ay (1 Post)
Northern Cape: Medium Office: Jan Kemdorp Ref No: HRMC 41/26/2az (1 Post)
Northern Cape: Medium Office: De Aar Ref No: HRMC 41/26/2aaa (1 Post)
Northern Cape: Medium Office: Prieska Ref No: HRMC 41/26/2aab (1 Post)
Northern Cape: Large Office: Kuruman Ref No: HRMC 41/26/2aac (1 Post)
Northern Cape: Large Office: Upington Ref No: HRMC 41/26/3aad (2 Posts)
Northern Cape: Medium Office: Postmasburg Ref No: HRMC 41/26/3aah (1 Post)
Northern Cape: Medium Office: Calvinia Ref No: HRMC 41/26/3aac (1 Post)
Western Cape : Large Office: George Ref No: HRMC 41/26/3aad (2 Posts)
Western Cape : Medium Office: Knysna Ref No: HRMC 41/26/3aah (2 Posts)
Western Cape : Medium Office: Mossel Bay Ref No: HRMC 41/26/3aai (2 Posts)
Western Cape : Medium Office: Beaufort West Ref No: HRMC 41/26/3aaj (1 Post)
Western Cape : Large Office: Paarl Ref No: HRMC 41/26/3aak (1 Post)
Western Cape : Medium Office: Stellenbosch Ref No: HRMC 41/26/3aal (1 Post)
Western Cape : Medium Office: Somerset West Ref No: HRMC 41/26/3aam (2 Posts)
Western Cape : Medium Office: Malmesbury Ref No: HRMC 41/26/3aan (1 Post)
Western Cape : Large Office: Khayelitsha Ref No: HRMC 41/26/3aao (1 Post)

- Western Cape : Medium Office: Bellville Ref No: HRMC 41/26/3aap (1 Post)
 Western Cape : Large Office: Cape Town Ref No: HRMC 41/26/3aaq (1 Post)
 Western Cape : Medium Office: Caledon Ref No: HRMC 41/26/3aar (3 Posts)
 Western Cape: Medium Office: Vredendal REF NO: HRMC 41/26/3aas (2 Posts)
 Western Cape: Medium Office: Wynberg REF NO: HRMC 41/26/3aat (2 Posts)
- REQUIREMENTS** :
- An undergraduate qualification in Law, Public Management, Public Administration, Policing Criminology, Forensics or Criminal Justice at NQF level 6 as recognised by SAQA is required. Basic understanding of the Refugees Act and Immigration Act. Basic understanding of South African Constitution. Basic understanding the Immigration Act. Basic understanding Public Service Regulatory Framework. A valid driver's license (Code B/C1/C/ EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and organising. Strong Analytical Skills. Computer Literacy. Written and verbal communication. Diplomacy. Patriotic, Honesty and Integrity.
- DUTIES** :
- The successful candidate will be responsible for, amongst others, the following specific tasks: Effective enforcement of the Immigration Act 13 of 2002 as amended and other Legislation. Detect, trace, detain and prosecute illegal foreigners within the country. Process the deportation of illegal foreigners out of the country to their country of origin. Provide support on law enforcement investigations and anti-corruption cases. Conduct inspections in loco with or without warrant as allowed by law. Conduct investigations on any transgressions of the Immigration Act, 2002, the Refugee Act, 1998 or other departmental legislation. Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act. Issue notices to appear in front of the Director-General to transgressors. Process and present evidence in court and Departmental cases. Issue admission of guilt to fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the transgressors. Process the application and the extensions of detention warrants. Monitor the records of all cases. Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Conduct arrests and deporting of illegal foreigners who are unwilling to leave the country voluntarily. Participate in training session that will enable advanced knowledge and understanding in detecting illegal; foreigners in line with Immigration Act.No13 of 2002 as amended and enforcing departmental legislation. Ensure compliance with the terms and conditions of permits. Participate in the processing of illegal foreigners for deportation to their country of origin. Participate in law enforcement operations with other security cluster agencies. Provide expert evidence and statement to support law enforcement and crime combatting investigation efforts that require departmental evidence. Participate in regular training and personal development to be able to undertake the tasks as an effective law enforcement peace officer. Conduct deportation processes and keep records of foreigners (legal and illegal) in the country. Safe keep, maintain and manage state properties and assets. Implement policies and procedures in line with the approved Framework. Monitor individual resources (Physical).
- ENQUIRIES** :
- Eastern Cape: Mr L Jama, Tel No: (043) 642 1846
 Free State: Ms V Molefe, Tel No: (051) 430 0378
 Limpopo: Mr J Kgole, Tel No: (015) 287 2802
 Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504
 Northern Cape: Mr W Masilonyana, Tel No: (053) 807 6725
 Western Cape: Mr M Pienaar, Tel (021) 488 1409
- APPLICATIONS** :
- Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:-
- Eastern Cape:** Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200
Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000
- POST 22/70** :
- HOSPITAL CLERK, (20 POSITIONS)**
- SALARY CENTRE** :
- R237 453 - R279 708 per annum (Level 5). (A basic salary)
 Eastern Cape: Large Office: Gqeberha Ref No: HRMC 41/26/4a (1 Post)
 Eastern Cape: Large Office: Lusikisiki Ref No: HRMC 41/26/4b (1 Post)
 Free State: Medium Office: Bloemfontein Ref No: HRMC 41/26/4c (2 Posts)
 Gauteng: Coronation Ref No: HRMC 41/26/4d (1 Post)
 Gauteng: Tembisa Ref No: HRMC 41/26/4e (1 Post)

Gauteng: Medium Office: Brakpan Ref No: HRMC 41/26/4f (1 Post)
 Kwa-Zulu Natal: Dundee Ref No: HRMC 41/26/4g (1 Post)
 Kwa-Zulu Natal: Prospecton Ref No: HRMC 41/26/4h (1 Post)
 Limpopo: WF Knobel Hospital Ref No: HRMC 41/26/4i (1 Post)
 Limpopo: Louis Trichard Ref No: HRMC 41/26/4j (1 Post)
 Limpopo: Medium Office: Bochum Ref No: HRMC 41/26/4k (1 Post)
 Mpumalanga: Embuleni Ref No: HRMC 41/26/4l (1 Post)
 Mpumalanga: Volksrust Ref No: HRMC 41/26/4m (1 Post)
 North West: Taung Ref No: HRMC 41/26/4n (1 Post)
 North West: Itsoseng Ref No: HRMC 41/26/4o (1 Post)
 Northern Cape: Upington Ref No: HRMC 41/26/4p (1 Post)
 Northern Cape: Jan Kempdorp Ref No: HRMC 41/26/4q (1 Post)
 Western Cape: Medium Office: Wynberg Ref No: HRMC 41/26/4r (1 Post)
 Western Cape: Medium Office: Cares Ref No: HRMC 41/26/4s (1 Post)

REQUIREMENTS

: Grade 12 as recognised by SAQA. An NQF Level 5 qualification as recognised by SAQA, and / or DHA Qualification: Home Affairs Services (NQF level 5). Understanding of all departmental legislation and prescripts. Basic Knowledge of the Public Service Regulatory Framework. Basic knowledge of Batho Pele Principles. Adhere to Standards Operating Procedures for registration of birth and death. A valid drivers' license. Required skills and competencies: Planning and Organising. Attention to detail. Communication skills. Analytical skills. Problem solving skills. Financial administration. Clerical and administration. Multitask. Teamwork. Record and time management. Professionalism. Proven Client Focus and Orientation. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Render birth registration services to clients. Receive notice of birth and relevant supporting documents. Complete DHA 24. Perform online verification of informant or take full set of fingerprints when online verifications are not available. Capture application on the National Population Register. Submit application for quality assurance to supervisor. Confirm informant's details. Print birth certificate. Sign and issue birth certificate as delegated. The informant signs the register to acknowledge receipt of the birth certificate. Record and maintain a birth occurrence vs. registered births register. Record and register of foreign birth occurrences register. Provide death registration services to clients. Ensure good governance, risk and compliance. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES

: Eastern Cape: Mr L Jama, Tel No: (043) 604 6417
 Free State: Ms V Molefe, Tel No: (051) 430 0378
 Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039
 KwaZulu-Natal: Ms N Ngema, Tel No: (033) 845 5003
 Limpopo: Mr J Kgole, Tel No: (015) 287 2802
 Mpumalanga: Ms N Dlangisa, Tel No: (013) 752 2504
 Northern Cape: Mr W Masilonyana, Tel No: (053) 807 6725
 North West: Mr L Appels, Tel No: (018) 397 9908 / 9924 / 9922 / 9915
 Western Cape: Mr M Pienaar, Tel (021) 488 1409

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:-

Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600

Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301

Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

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):** 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.
- Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Gauteng/ Provincial Service Centre/Randburg:** 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.
- CLOSING DATE** : 10 July 2026
- 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation 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: Kindly take note that the post of Pool Judge's Secretary: Gauteng Division of the High Court: Johannesburg (12 Months contract), Ref No 2026/52/OCJ advertised on Public Service Vacancy Circular 21 dated 19 June 2026 has been withdrawn.

OTHER POSTS

POST 22/71 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATOR, REF NO: 2026/61/OCJ**

SALARY : R487 197 – R584 370.per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: Applicants should be in possession of a National Diploma in Human Resource Management/ Human Resource Development/ Training and Development or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Skills Development and Training coordination, of which one (01) year should be at a supervisory level. A valid driver's license, Skills Development Facilitator certificate and Train the Trainer certificate will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements Knowledge and skills: Good interpretation and knowledge of the National Skills Development Strategy, Public Finance Management Act, Skills Development Act, Skills Development Levy Act, Public Service Regulations, knowledge of the compulsory training programmes in the Public Service and training on various programme, knowledge of PERSAL system, planning, coordination, organising, analytical and people management skills, sound verbal and written Communication skills, presentation skills, high sense of responsibility and accountability, interpersonal, time management skills, attention to details, experience in managing long term training programmes (Learnership, Internship, Workplace Integrated Learning), experience in developing and submitting Workplace Skills Plan and various SETA's reports, project management skills and ability to coordinate, manage and closeup training and development projects, computer literacy in the Microsoft package i.e Word, Excel, PowerPoint, ability to work under pressure and independently and or as part of a team.

DUTIES : Implement the Human Resource Development strategies, conduct skills audit and training need analysis, develop Workplace Skills Plan (WSP) and Annual Training Report (ATR), participate in skills development planning and identify critical and scarce skills within the department, provide inputs to the Departmental Human Resource Plan and other skills development plan initiatives, implement Human Resource Management projects, coordination and facilitation of Orientation and Induction programmes, promote Career Development and Talent Management. Stakeholder Liaison and Coordination, coordinate and provide secretariat and technical advice to the Skills Development Committee (SDC), manage Skills Development Compliance, conduct pre and post training evaluations and measure training effectiveness and impact, coordinate Learning and Development Programmes including facilitation and implementation of mandatory training, bursaries, internships, learnerships, and leadership development programmes, manage the training records, compile governance reports and ensure training and empowerment of subordinates. Manage performance of the subordinates.

ENQUIRIES : Technical Related Enquiries: Ms K Tshoke Tel No: (010) 493 2535
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS NOTE : Applications can be sent via email to 2026/61/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals

POST 22/72 : **REGISTRAR REF NO: 2026/62/OCJ**
(12 Month Contract)

SALARY : R337 563 - R1 155 777.per annum (MR3-MR5) + 37% in lieu of benefits, Salary will be in accordance with 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.

CENTRE REQUIREMENTS : Supreme Court Of Appeal, Bloemfontein
: Applicants should be in possession of an LLB degree or equivalent qualification plus a minimum of two (2) years post qualification experience in a legal profession (certificates of service must accompany the application). MR4: LLB degree or equivalent qualification plus a minimum of 8 years post qualification experience in a legal profession (certificates of service must accompany the application). MR5:

LLB degree or equivalent qualification plus a minimum of 14 years post qualification experience in a legal profession (certificates of service must accompany the application). A valid driver's license, Superior Court or litigation experience and supervisory experience will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of Case Flow Management. knowledge of the legislative frameworks governing the public service, excellent communication skills (verbal and written), planning and organising skills, problem solving skills, numerical skills, attention to details, professionalism, strong work ethics, conflict management skills, time management and ability to work under pressure.

DUTIES : Coordination of Case Flow Management and administrative support to the judiciary, comply with Court rules and all relevant prescripts, handling taxation of bills of cost, manage the issuing of all processes and initiating of Court proceedings, coordinate appeals and reviews, attend to and execute requests from the judiciary in connection with cases and case related matters, issue/sign Court orders/letters to attorneys/litigants on behalf of the Court, Keep/check and analyse the Court's monthly, quarterly and annual statistics and monitor the submission thereof. Implement effective and efficient administration of court files and records management, deal with the files in terms of the relevant codes and legislation, prepare and present files for audit purposes, ensure the submission of records for translation. attend/oversee to general public queries/correspondences, attend to office management, planning and organizing, manage staff and related HR processes.

ENQUIRIES : Technical Related Enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623
HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523

APPLICATIONS : Applications can be sent via email to 2026/62/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 22/73 : **HUMAN RESOURCE CLERK, REF NO:2026/63/OCJ**

SALARY : R237 453 – R279 708.per annum (Level 5). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre Gauteng

REQUIREMENTS : Applicants should be in possession of a Grade twelve (12) Certificate. No experience is required. A three (3) year National Diploma/Degree in Human Resource Management or equivalent qualification at NQF level 6 as recognised by SAQA and PERSAL introduction certificate will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of PERSAL system, knowledge and understanding of the legislative frameworks governing the Public Service, knowledge of Public Service Act, knowledge of Public Service Regulations 2016 as amended, knowledge of storage and retrieval procedures in terms of working environment, Knowledge of Batho Pele Principles, communication skills (verbal and written), administration skills, planning and organising skills, computer skills, time management skills, basic numeracy skills, interpersonal relations, typing skills, customer services orientation, self-management, creative thinking and teamwork.

DUTIES : Facilitate administration of recruitment, selection and appointment processes with the province, identify funded vacant posts, facilitate the request to advertise form, liaise with line managers regarding recruitment activities, coordinate the receiving and sorting of applications, provide support with conducting of shortlisting and interviews, capture fingerprints, provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services to the meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filing system for all the records, compile statistics on all matters relating to Conditions of Service and benefits, provide support to Conditions of Services, capture leave, update leave register, receive appointment and service termination documents, process the resettlement allowance payment on PERSAL, process the injury on duty (IOD) information on compensation fund website, capture appointments and service terminations on PERSAL, provide leave credits to OCJ officials on request, provide administrative support for PMDS, receive and quality assure performance agreements and probation reports, capture performance agreements and probation report on the database, provide support with the Performance Management workshops and awareness of the PMDS system, capture PMDS transactions and training transactions on PERSAL, update and file PMDS records, provide support to HR records management, update HR record management database, ensure recording of all memos received, keep track of safe files and records and quality assures a proper filing system for all the records.

ENQUIRIES : Technical Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

<u>APPLICATIONS NOTE</u>	:	HR Related Enquiries: Ms F Lukhele Tel No: (010) 494 8541 Applications can be sent via email to 2026/63/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 22/74</u>	:	<u>REGISTRAR'S CLERK, REF NO:2026/64/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708.per annum (Level 5). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Court: Randburg Applicants should be in possession of a Grade twelve (12) Certificate. No experience is required. A valid driver's license 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. Knowledge and skills: 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, Batho Pele Principles, computer literacy skills (Microsoft Office), communication skills, numeracy skills, interpersonal skills, problem solving and analysis skills, time management skills, administrative skills, ability to work under pressure, self-motivated, accuracy, ability to work independently, attention to detail, teamwork and flexible.
<u>DUTIES</u>	:	Register/ allocate case numbers to all pleadings and Court documents received, ensure that the files have been served to all parties concerned, draw up files for the litigants/Attorney, update the file of return service/s proof services, safe-keep and dispose of case records, retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematically recording of Court files, Keep record of requests received from litigants, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties, monitor files and records as per the case Management, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/64/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 22/75</u>	:	<u>ADMINISTRATION CLERK (DCRS), REF NO:2026/65/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708.per annum (Level 5). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Court: Durban Applicants should be in possession of a Grade twelve (12) Certificate. No experience is required. A valid driver's license, appropriate experience in general administration or Court related functions will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of the digital recording process e.g. system tests, recording equipment is properly functional, fault reports, knowledge of Court proceedings, knowledge of digital filing system, knowledge of manual filing system, technical skills, communication (written and verbal), interpersonal relations, typing, computer literacy (MS Office), planning and organising skills, administration skills, ability to work under pressure, ensure correctness of annotations, team participation, understanding of confidentiality in Government, flexible and ability to pay attention to details.
<u>DUTIES</u>	:	Check the readiness of the Court prior the Court proceedings, test the CRT machine (Circuit Court and local Court) and reports all faults detected on the machine, capture cases set down on the CRT machine and the court book/J406, pre schedule the cases prior to commencement of the Court proceedings, record Court proceedings as per the level of Court, add parties' details per Court appearance and add related annotations for the case type in session, pause and resume the recorder during Court session breaks, and stop at the end of the day, set up and operate the equipment for testifying in the Children's Court, annotate all the postponed cases, conduct regular backups of data and transfer Court recordings at the end of the week, utilise the headphones to monitor accurate recording of the Court proceedings, attend to request for playback to verify Court orders and download to CD/USB, retrieve and download cases on request, playback the Court recoding to detect any discrepancies on the recordings, Inform

the Judge immediately when discrepancies are detected, file and check audio CD's in the strong room/Court Recording Technology office, submit work performed at the circuit Court immediately upon arrival, update backups of audio CD's. Download CD's for transcription for the running record, attend to queries relating to Court recordings and arrange own travelling to circuit Courts in advance.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to 2026/65/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 22/76 : **USHER MESSENGER SUPERVISOR, REF NO:2026/66/OCJ**
Re-advertisement, candidates who previously applied are encouraged to apply.

SALARY : R237 453 – R279 708.per annum (Level 5). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division High Court, Cape Town
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. A minimum of two (2) years' experience as an Usher Messenger. A valid driver's license will serve as 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. Knowledge and Skills: Knowledge of relevant legislations, planning and organising skills, supervisory skills, communication skills, good interpersonal skills, decision making skills, listening skills, computer skills, attention to detail and ability to work under pressure.

DUTIES : Allocate Usher messengers to the Judiciary for provision in the Court room and for the Judge' Chambers, draft the final Court roll per day for all civil trials & opposed matters, appeals & criminal matters, including postponed matters, provide administration support functions to the Judges and staff in the unit, ensure Usher messengers follow security and confidentiality procedures when handling official documents, compile monthly statistics to evaluate productivity of Usher messengers, conduct in-house training of officials, coordinate tasks allocated to assist the office of the Judge President and Deputy Judge President, facilitate collection and delivery of post to and from the post office, coordinate and distribute Court rolls on the notice boards to the relevant judiciary, provide support with the scheduling of Court matters, negotiate the Court rooms allocation with Judges in times of shortages, allocate Court rooms based upon the type of case, needs of the case and the Judicial Office, ensure that the relevant signs are placed relating to accused person seating arrangements in criminal matters, determine the needs from Judges relating to Court rooms, ensure IT is informed of MS Teams or Court online cases set up requirements for specific Courts, provide support with re-arrangement of Court rooms for special functions such as memorials, provide support to legal practitioners with oversees exhibits for use in courtroom, attend to media outlet set up in Courts once approved by the Judge/Court Manager, distribute the files between Judges & the administration offices, collect motion files from the typist to the Judges and deliver to the usher/ Court and Judges chambers, sort, check and monitor safekeeping of the Court files, circulate Court rolls according to the distribution list, ensure that files are taken by the usher to typists when matter is finalized, supervise the collection and distribution of court files, ensure that ushers return to court after adjournments and remain in court, ensure general supervision of employees, allocation of duties and quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees, manage performance, conduct and discipline of employees, ensure that all employees develop, implement and monitor work systems and processes to ensure efficient functioning, assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.

ENQUIRIES : Technical Related Enquiries: Ms N Hanekom Tel No: (021)480 2635
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
APPLICATIONS : Applications can be sent via email to 2026/66/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 22/77 : **FOOD SERVICE AID, REF NO:2026/59/OCJ**

SALARY : R170 226 - R200 523.per annum (level 3). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg
REQUIREMENTS : Applicants should be in possession of NQF Level 01 or 02 (Abet level 02 certificate or equivalent qualification. Previous experience in hospitality environment will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of relevant legislations, good interpersonal skills,

good communication skills (verbal and written), planning and organising skills, listening skills, highly responsible with good work ethics, ability to work under pressure, patience, confidence, active, creative and innovative, ability to meet deadlines and ability to pay attention to detail.

DUTIES

: Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided, removal of garbage disposal, prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks), setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages, wash dishes, responsible for food supplies and report waste and losses, remove all kitchen waste, pack supplies received in the food storage areas, ensure serviceability of equipment and report any defects or shortage, set tables including decoration, ensure only authorised personnel have access to kitchen and to consume meals, apply safety measures in work environment, adhere to elementary control measures and standard operating procedures.

ENQUIRIES

: Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS

: Applications can be sent via email to 2026/59/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 10 July 2026 at 16:00
- NOTE** : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment Process And Re-Advertise The Post At Any Time In The Future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.
- ERRATUM:** The position of Director: Corporate Services ref 3/1/1/2026/70 for the Directorate: Corporate Services: Limpopo (Polokwane) that was advertised in Public Service Vacancy Circular no 21 of 2026 dated 19 June 2026 Has reference. The Employment Equity target for this position is Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

- POST 22/78** : **DIRECTOR: PROVINCIAL OPERATIONS SUPPORT (REF NO: 3/1/1/2026/118)**
Directorate: Provincial Operations Support
- SALARY** : R1 317 384 per annum (Level 13) (All-inclusive package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Eastern Cape (East London)
Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Business Administration / Public Management (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted

prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the operations support environment. A valid driver's licence. Job related knowledge: Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job related skills: Ability to communicate effectively across broad spectrum. A thorough understanding and practical experience of Project Management. Analytical and problem-solving. Facilitation and coordination and experience. Experience in implementation of goals / plans, including monitoring, tracking and reporting status toward goal completion. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Presentation and comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. Willingness to travel. Ability to work under pressure and long hours.

DUTIES

: Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of planning framework by the Directorate: Strategic Planning for all Provincial Offices and monitor Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DLRRD Annual Performance Plan. Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and conducting research and evaluation. Coordinate the integration of all monitoring and evaluation systems within the province. Manage reporting instruments and tools on monitoring and evaluation. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on functionality of provincial governance structures. Randomly attend the provincial governance structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Provide quarterly reports identifying performance risks and recommending intervention plans and improvements for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Integrate strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at provincial level. Provide assistance to the Chief Director: Provincial Office Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Office ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Monitor the performance of the identified DLRRD key programmes and facilitate sharing of the best practices and lessons learnt by provinces through the existing departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the departmental key programmes (obtain reports from Directors, analyse and produce bi-monthly reports). Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Identify institutions that will be part of the networks for the DLRRD and have a report approved by the Chief Director and facilitate development of relationships and networks with those institutions. Ensure the maintenance of these networks and ongoing relationships. Benchmark with the identified institutions to get best practices and learn lessons from these institutions once a year. Develop a report on proposed continuous improvement. Develop Integrated Operational Plans performance reporting system. Monitor all provincial performance against the approved Integrated Operational Plans monthly. Request and get monthly reports from Directors. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Performance plan.

ENQUIRIES

: Ms A van Vuuren Tel: (043) 701 8127 or Ms A Kili Tel: (043) 701 8186

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post118@dlrrd.gov.za

NOTE

: EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

- POST 22/79** : **CHIEF TOWN AND REGIONAL PLANNER (REF NO: 3/1/1/2026/114)**
Directorate: Spatial Planning And Land Use Management
- SALARY** : R1 143 468 - R2 108 922 per annum (The salary will be determined in accordance with the OSD)
- CENTRE REQUIREMENTS** : Western Cape (Mowbray)
Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning. Compulsory registration with South African Council for Planners (SACPLAN) a Professional Town and Regional Planner on appointment. Minimum of 6 years post qualification Town and Regional Planning experience. A valid driver's licence. Job related knowledge: Programme and project management. Town and regional legal and operational compliance. Town and regional principles and methodologies. Town and regional planning processes and procedure. Research and development. Computer-aided applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Analytical thinking. Creativity and self-management. Communication (verbal and written). Language proficiency. Computer literacy. Change management. Negotiation and conflict resolution. Willingness to travel.
- DUTIES** : Provide town and regional spatial planning future forecasting. Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guideline. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Provide spatial planning and land use management services in liaison with National Office. Implement tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational reequipments and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Effective management of external and internal stakeholder. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Manage the development of spatial plans at National, Regional, Provincial and Municipal levels.
- ENQUIRIES APPLICATIONS** : Ms A Matsila Tel: (012) 312 8013
Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post114@dlrrd.gov.za
- NOTE** : EE Targets: African, Indian and White Males and African, Indian and White Females and persons with disabilities.
- POST 22/80** : **DEPUTY DIRECTOR: BUDGETS (REF NO: 3/1/1/2026/109)**
Directorate: Budget Performance Management
- SALARY** : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Commerce / Economics or related equivalent qualification (NQF Level 6). Minimum of 3 years' experience at a junior management level in the budget performance field. A valid driver's licence. Job related knowledge: Knowledge of budget systems. Computer accounting software. Knowledge of financial accounting systems. Generally Accepted Accounting Principles. (GAAP). Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Planning and organising. Resource planning. Problem solving and decision-making. Time management skills. Communication (verbal and written).
- DUTIES** : Manage the budget performance of the Department and its entities. Coordinate the budget performance of the Department and its entities. Render management advisory services in terms of spending of the Department. Produce accurate and reliable financial information on programme costs and performance. Monitor expenditure against the allocated budgets. Develop and maintain an integrated financial performance management system to support day-to-day spending of the Department. Monitor compliance and alignment to the prescribed Public Finance Management Act and Treasury Regulations. Perform in-year analysis and advise

on expenditure plans and trends to improve effectiveness within the Department. Manage cashflow projections. Coordinate and compile quarterly expenditure projections for the Department. Compile the annual drawings to National Treasury. Ensure reporting of all expenditure, forecasting and trends. Co-ordinate inputs for the In-Year Monitoring (IYM) Report. Report on all expenditure, forecasting and trends. Compile the IYM report to management.

ENQUIRIES : Mr N Malisha Tel: (012) 312 8962
NAOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities.

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post109@dlrrd.gov.za

POST 22/81 : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT (REF NO: 3/1/1/1/2026/110)**
Directorate: Organisational Development And Service Delivery Improvement

SALARY : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Business Administration / Public Administration / Public Management / Management Services / Operations Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at junior management in organisational development and service delivery improvement. A valid driver's licence. Job related knowledge: Co-ordination and facilitation of Batho Pele programmes. Practical knowledge in implementing Batho Pele programmes. Job related skills: Computer literacy. Communication (verbal and written). Monitoring and evaluation. Facilitation and presentation. Policy development and analytical thinking. Report writing. Ability to do research. Ability to work within a team.

DUTIES : Coordinate and / or facilitate the development of a service delivery model for the Department. Develop the service delivery model template. Circulate service delivery model template to branches for inputs and sign off. Consolidate service delivery models received from various branches. Process final draft service delivery model for Executive Committee approval. Coordinate and / or facilitate change management interventions. Plan and facilitate change management interventions. Respond to change management interventions requests. Advise on the appointment of external change management specialists. Facilitate the development and review of Service Delivery Improvement Plans (SDIPs). Facilitate the review of the Service Delivery Improvement Plans. Consolidate reviewed Service Delivery Improvement Plans for the branches. Facilitate the submission of the reports on the implementation of Service Delivery Improvement Plans by the branches. Manage the coordination of service excellence awards. Facilitate the implementation of the departmental service excellence policy. Coordinate the actual preparations for the service excellence awards ceremony. Compile the report on the service excellence awards. Facilitate the participation of the Department in the national Batho Pele service excellence awards. Represent the Department in forums dealing with preparations for the national Batho Pele awards. Manage the coordination and / or facilitate Batho Pele awareness campaigns, client satisfaction and need surveys. Develop a Survey Framework. Consultation with internal and external stakeholders. Develop action plans. Facilitate methodology and tool development. Collect and analyses data. Develop survey reports. Know your service rights campaign. Develop and review the departmental Batho Pele strategy. Coordinate training of middle and senior managers on Project Khaedu. Coordinate deployment of SMS members to field sites. Facilitate the departmental participation during Public Service month. Coordinate service delivery watch within the Department. Coordinate Batho Pele Forum meetings. Facilitate departmental participation during Africa Service Day events. Facilitate submission of quarterly reports on the implementation of Batho Pele Frameworks. Monitor compliance on departmental service delivery initiatives.

ENQUIRIES : Mr P Moopelwa Tel: (012) 312 9496
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post110@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 22/82 : **INFRASTRUCTURE ADMINISTRATOR OVM (REF NO: 3/1/1/1/2026/89) (2 POSTS)**
Chief Directorate: Deeds ICT

SALARY : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	Minimum requirement: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's degree in Information Technology / Computer Science (NQF Level 6) or related equivalent qualification. Minimum of 3 years in system administration, including Oracle and Linux environments. Experience in implementing and managing on-prem cloud infrastructure. Hybrid cloud management skills integrating on-prem and public cloud platforms. Job related knowledge: Knowledge of system development life cycle. Linux system administration (RHEL, Oracle Linux). Oracle VM infrastructure and virtualization. Oracle Enterprise systems and architecture. ZFS storage management and optimization. System Development Life Cycle (SDLC). Network and FTP protocols. Database configuration and SQL. Programming languages: Bash, Python, Java, PHP, C / C++, Perl, Ruby. Job related skills: Computer literacy. Good written and verbal communication skills. Good judgement and assertiveness skills. Analytical skills. Decision making. Interpersonal Relation. Project Management. Problem solving. Technical documentation and reporting. Ability to work under pressure and meet deadlines. Experience in implementing and managing on-prem cloud infrastructure. Hybrid cloud management skills integrating on-prem and public cloud platforms. A valid driver's license. Willingness to travel.
<u>DUTIES</u>	:	System Administration and overall integration of technical activities in architecture. Administer Oracle VM environments and Linux servers (RHEL, CentOS, Oracle Linux). Monitor and maintain daily / monthly operating systems and virtual environments. Implement and maintain disaster recovery and backup strategies. Manage system availability, performance tuning, and patching. Design and maintain IT processes aligned with operational policies. Oversee database configuration and integration with Oracle systems. Develop and manage complex SQL queries and data extraction protocols. Support application deployments and release management across environments. Ensure system security, auditability, and compliance with ICT standards. Conduct vulnerability assessments and apply remediation. Lead infrastructure-related projects and upgrades. Draft and implement policies, standards, and procedures for system operations. Perform system testing and upgrades. Provide technical training and support to internal teams. Prepare technical reports and documentation for management. Design and implement on-prem cloud infrastructure to support hybrid deployments. Manage hybrid cloud environments, integrating on-prem and public cloud platforms. Ensure coordination of build and test environments teams and release teams. Deal with storage and traceability or auditability of controlled software in both centralized and distributed systems. Ensure systems security and security documentation. Participate and manage all communication IS technical direction and initiatives. Monitor all communication for each customer to assess operations within time frame. Prepare designs and evaluate all balancing functions as required by IT departments and other functional areas. Consult with management to discuss project specifications or procedures. Consult or negotiate with management to prepare project specification. Assess project feasibility by analysing technology resources needs and demand. Manage the release package design, build and configuration. Manage release package acceptance including business sign-off. Manage service roll out planning include method of deployment. Manage release package testing to predefined acceptance criteria. Obtain sign-off for the release package for implantation. Audit hardware and software before and after the implementation of release package changes. Analyse all continuous up-gradation process through various proactive self-initiated project. Develop or implement policies, standards or procedures for DRS. Draft policies, standards and procedures. Consult with relevant stakeholders. Submit for approval. Ensure the implementation of approved policies, standards and procedures. Perform appropriate tests and provide training to upgrade production quality and standardize all artefacts. Administer and provide upgrade to systems and escalate issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. HS Tshinavhe Tel: (012) 337 9380
	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 22/83</u>	:	<u>MICROSOFT SPECIALIST / SERVER ADMINISTRATOR (2 POSTS) (REF NO: 3/1/1/1/2026/90)</u> Chief Directorate: Deeds ICT
<u>SALARY</u>	:	R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)

<u>REQUIREMENTS</u>	:	Minimum requirement: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Information Technology / Computer Science (NQF Level 6) or related equivalent qualifications. Minimum of 3 years' experience at junior management in network and server administration. Experience with server virtualization technologies, especially VMware. Strong understanding of network protocols, IP networking, and network security. Job-related knowledge: Strong understanding of network protocol, IP networking, and network security. Knowledge with cloud technologies and services. Knowledge of scripting languages. Job-related skills: Computer literacy. Good written and verbal communication skills. Good judgement and assertiveness skills. Analytical skills. Decision making. Interpersonal relations. Project Management. Problem solving. A valid driver's license. Willingness to travel.
<u>DUTIES</u>	:	Perform server administration tasks. Installing software updates and patches, monitoring server performance. Provide onsite or remote access diagnoses and resolution of server. Develop and maintain Standard. Operating Procedures (SOP) for relevant server. Document network server setups, configurations, changes, and procedures. Designing, provisioning, installing / configuring, operating, and maintaining systems. Experience with virtualized storage (e.g., Dell, HP, Pure, Microsoft), iSCSI, Fiber channel. Develop and maintain technical and functional documentation for required systems. Develop business and technology standards and best practises for the server environment. Document function requirement documentation to ensure it aligns with business objectives. Configure security policies. Champion configuration of security infrastructure and implementation of security tools, policies and procedures.
<u>ENQUIRIES</u>	:	Mr. LM Tshivhase Tel: (012) 337 9380
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 22/84</u>	:	<u>ANALYST PROGRAMMER (REF NO: 3/1/1/1/2026/93)</u> Directorate: Deeds Enterprise Architecture
<u>SALARY</u>	:	R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirement: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Information Technology / Computer Science or related equivalent qualification. Minimum of 3 years' junior management experience in C#, application / design capacity. Job related knowledge: Knowledge of system development lifecycle. Knowledge of Financial Systems. This role requires strong technical expertise, problem-solving skills, and the ability to lead and mentor junior developers. The ideal candidate will have a deep understanding of software development best practices and a passion for building scalable, robust systems. Job related skills: Coaching and Mentoring (Through leadership) skills. Presentation skills. Analytical skills. Adaptability and Flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication skills. Project Management skills. Computer literate. Willingness to travel. A valid driver's license.
<u>DUTIES</u>	:	Develop high quality software applications. Deliver robust, scalable, and maintainable C# applications using .NET Core, ASP.NET, and related frameworks, meeting project requirements and deadlines. Achieve a code quality score of at least 90% in code reviews, ensuring adherence to best practices, readability, and minimal technical debt. Analyse and obtain more information on the request received. Code the program / function on the system. Perform testing and peer-review for newly created and modified existing Functions. Provide optimal system performance and optimisation. Optimize application performance, reducing response times for critical features, as measured by performance testing tools. Develop the program and batch processing to extract the data in requested format. Ensure uptime and reliability for production systems through proactive monitoring and optimisation. Ensure uptime and optimisation of integration systems. Provide technical leadership and mentorship. Mentor junior developers per quarter, improving their coding skills and project contributions, as evidenced by team feedback and project outcomes. Lead technical design discussions, resulting in approved architecture plans for assigned projects. Provide development report and manage technical development resources and risks. Propose and implement process and technology improvement to improve team productivity or system efficiency. Provide collaboration and requirements delivery. Translate assigned business requirements into technical specifications, ensuring alignment with stakeholder expectations. Collaborate with cross-functional teams to deliver sprint commitments on time in an Agile environment. Submit the program report. Monitor

and improve development process. Produce and maintain clear, comprehensive documentation for developed features, APIs, and system architectures, ensuring accessibility for team members.

**ENQUIRIES
APPLICATIONS**

: Mr. L Tshivhase Tel: (012) 338 7211 and Mr. R Saila Tel: (012) 338 7296
: Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/>(Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE

: EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 22/85

: **APPLICATION ARCHITECTURE (REF NO: 3/1/1/2026/94) (2 POSTS)**
Directorate: Deeds Enterprise Architecture

SALARY

: R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology or Business / Informatics or Computer Science (NQF Level 6) or related equivalent qualifications. Minimum of 3 years' junior management or senior technical lead experience in application development, systems architecture, or a similar role. Job related knowledge: Knowledge of TOGAF and GWEA Frameworks. Progressive experience as a senior developer or technical lead in large IT projects. Deep, hands-on knowledge of the full Oracle technology stack, C#, MS SQL Server, SOAP / XML, and REST APIs. Development experience using CSS, XSLT, and JavaScript. Prior project architect and / or team lead experience. This role focuses on creating robust, cost-effective, and scalable technical solutions by selecting optimal technologies and guiding development teams through implementation. Job-related skills: Technical Leadership skills. Coaching and Mentoring skills. Presentation skills. Analytical skills. Problem-solving skills. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication skills. Project Management skills. Willingness to travel. A valid driver's license.

DUTIES

: Design and Define Application and Technology Architecture. Define the current application / technology architecture and identify issues and performance bottlenecks. Recommend, develop, and maintain Deeds Registration Application and Technology Architecture blueprints. Ensure application architecture is aligned with the business and information architecture. Manage Joint Application Design (JAD) sessions and interviews to define application architecture. Provide guidance and recommendations on proposed improvement to existing application landscape. Select and Govern Technology Solutions. Refine and redesign the application landscape to be more cost-effective. Identify and recommend appropriate application technologies and frameworks (e.g. SOAP / XML, REST APIs, JavaScript) that offer the best return on investment in line with Deeds Registration Trading Entity's Enterprise Architecture (EA), Business Functional and Non-functional requirements. Manage the full Oracle technology stack and other relevant databases (MS SQL Server). Conduct meetings related to the designated project(s) / programmes to align the application architecture in line with the defined architecture roadmap. Monitor industry and Communities of Practices to stay abreast with Architecture developments. Lead Technical Implementation. Ensure application designs meet business Service Level Agreements (SLAs) for availability and performance. Develop high-level application architecture requirements to facilitate the execution of projects and the Deeds Registration Trading Entity strategy. Set up, manage, and provide technical oversight to development teams. Coordinate and ensure harmonious working relationships among relevant application development stakeholders. Liaise and build relationships with internal and external clients. Monitor industry trends and Communities of Practice to stay abreast of technology developments. Develop Technical Documentation and Standards. Develop and maintain detailed technical documentation for existing and new applications and systems. Document and improve architectural approaches, service design, and development processes. Promote knowledge sharing through technical training and workshops for developers, stakeholders, and peers. Ensure continuous improvement of the application architecture development and management process. Contribute to the improvement of application development and maintenance processes.

**ENQUIRIES
APPLICATIONS**

: Mr. HS Tshinavhe Tel: (012) 337 9380
: Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/>(Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE

: EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

- POST 22/86** : **SENIOR WEB DEVELOPER (REF NO: 3/1/1/1/2026/95)**
Directorate: Deeds Enterprise Architecture
- SALARY** : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology or Software Development or Computer Science (NQF Level 6) or related equivalent qualification. Minimum of 3 years' junior management experience in Oracle database administration, Oracle database concepts and facilities. Job related knowledge: Knowledge of Java, PHP, Java scripts, C++, and C#, SQL and / or SharePoint. Knowledge of transactional web application design and Development. Job related skills: Coaching and Mentoring (Though leadership) skills. Technical report writing skills. Presentation skills. Adaptability and flexibility. Customer service. Innovation and creativity. initiative. Analytical skills. Problem solving. Communication skills. Project Management skills. Computer literate. Willingness to travel. A valid driver's license.
- DUTIES** : Development of web-based programs. Gather and refine specifications and requirements based on technical / business needs. Design best software development practices. Conduct test on the program. Update the web-based programs. Determine and construct web-based software and hardware architecture. Design and develop user interfaces. Determine design methodologies and tool sets. Completing programming using languages and software products. Designing and conducting tests. Implement the programs. Manage web application development. Create website layout / interface by using standard practices. Conduct network diagnostics and develop network analytics tools. Integrate applications by designing database architecture and server scripting. Establish connectivity with network systems, search engines, and information servers. Create multimedia applications by using authoring tools. Complete applications development by coordinating requirements, schedules, and activities. Contributing to team meetings. Troubleshooting development and production problems across multiple environments and operating platforms. Oversee application coding and provide technical expertise. Master web technologies and techniques. Plan and implement all web-based applications. Maintain, expand and scale the site. Conduct research on web development technologies and techniques. Research internet for new methods, technology and scripts. Investigate and implement enterprise anti spams filtering systems based on current industry trends and practices. Research on new internet / intranet technologies and software products, publications; maintaining personal networks etc. Apply the new technology on the system by Design, Develop, Test and Implement. Create and maintain software documentation. Determine content management processes / procedures for the website. Define objectives by analysing user requirements. Envisioning system features and functionality. Recommend system solutions by comparing advantages and disadvantages of custom development and purchase alternatives. Support users by developing documentation and assistance tools. Ensure all technology solutions are properly architected and specified. Ensure HTML / CSS is cross-browser and standards compliant and meets accessibility / disability requirements.
- ENQUIRIES APPLICATIONS** : Mr. L Tshivhase Tel: (012) 338 7211 and Mr. R Saila Tel: (012) 338 7296
Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/>(Please separate Application Form for each post) before the closing date as no late applications will be considered
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 22/87** : **DATABASE ADMINISTRATOR: ORACLE (REF NO: 3/1/1/1/2026/96) (2 POSTS)**
Directorate: Deeds Enterprise Architecture
- SALARY** : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science Information Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' junior management experience in Oracle database administration, Oracle database concepts, and facilities. Job related knowledge: Knowledge of database software installation and maintenance, Knowledge of Data extraction, transformation, and loading. Knowledge of specialized data handling (very large databases with data types such as images and documents). Knowledge of database backups and recovery. Knowledge of database security and

<u>DUTIES</u>	:	authentication. Database capacity planning and performance monitoring, troubleshooting, and tuning. Knowledge of transactional databases. Job related skills: Coaching and Mentoring (Though leadership) skills. Technical report writing skills. Presentation skills, Analytical skills, Problem solving skills. Communication skills. Project Management skills. Computer literate. A valid driver's license.
	:	Develop deeds database systems. Planning, designing and managing database. Define new and existing physical data. Prepare programs to create data. Create physical data definitions to improve performance. Migrate and maintain Deeds databases to / on cloud environment. Design database tools to monitor file growth on a daily basis. Check the availability of spaces on all databases (Development, Test and Production). Allocate space per file (afterhours). Add modify, delate files and files structure as per request. Determine database optimisation tools. Test and evaluate programmer and optimisation tools. Answer program queries educate programmers in the database structures. Define and initiate backup and recovery procedures. Manage the creation and implementation of the plans to ensure data integrity. Ensure that sufficient space is made available for growth. Allocate more disk space (done afterhours). implement database definition controls, access controls. update controls and concurrence controls etc. Monitor database usage, collecting performance statistics and tuning the database. Maintain and monitor database. Add, modify and delete field, field sizes and attributes on the database as per request. Receive the request from developer Technical Development Manager. Maintain primary and secondary keys, indexes, super descriptors. Improve and maintain database to Include rollout and upgrades. Implement and release database changes according to agreed timescales and costs. Keep the three data base (Develop, Test and Production) in synchronization.
<u>ENQUIRIES</u>	:	Mr. L Tshivhase Tel: (012) 338 7211 and Mr R Saila Tel: (012) 338 7296
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 22/88</u>	:	<u>SOFTWARE TESTER (REF NO: 3/1/1/1/2026/97)</u> Directorate: Deeds Enterprise Architecture
<u>SALARY</u>	:	R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science or related equivalent qualification. ISTQB certification or a related equivalent certification. Minimum of 3 years' experience in software testing, including both manual and automated testing, with a strong understanding of the SDLC. Experience working with web technologies and in Agile teams is essential. Testing and OPS Tools: Selenium, Cucumber, Xray, REST assured, Grafana k6. Job-related knowledge: Knowledge of agile methodologies and experience working in agile teams. Knowledge of database software installation and maintenance. Knowledge of Data extraction, transformation, and loading. Knowledge of specialized data handling (very large database with data types such as images and documents). Knowledge of database backups and recovery. Knowledge of database security and authentication. Database capacity planning and performance monitoring, troubleshooting and tuning. Knowledge of transactional database. Job related skills: Coaching and Mentoring (Though leadership) skills. Presentation skills. Analytical skills. Adaptability and Flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication skills. Project Management skills. Computer literate. Willingness to travel. A valid driver's license.
<u>DUTIES</u>	:	Develop and Execute Comprehensive Test Plans and Test Cases. Identify and extract test requirements from business requirements and acceptance criteria. Design, develop, and document detailed test plans, test cases, and test scripts for manual and automated execution. Establish, implement, and evolve formal QA processes and methodologies (e.g., Agile, International Software Testing Qualifications Board (ISTQB) standards to ensure consistent and high-quality testing outcomes. Proactively identify and implement improvements to the testing process, such as environment setup or test data management, to enhance team efficiency. Analyse and implement performance, load, and security testing solutions based on project requirements. Conduct Manual and Automated Testing. Execute manual testing across all test levels, including functional, integration, system, regression, performance, reliability, and security testing. Develop, maintain, and execute automated test scripts for functional, Application. Programming Interface (API), and regression testing to improve efficiency and test coverage. Track new and changed requirements to ensure they are adequately

addressed during both automated and manual testing cycles. Identify, log, and manage defects during test execution using designated defect tracking tools. Participate actively throughout the entire software development lifecycle (SDLC) with a focus on integrating quality assurance early and continuously. Generate reports on defects metrics for management and stakeholder. Contribute to the development of the overall test automation strategy. Govern and Facilitate User Acceptance Testing (UAT). Govern the service provider(s) by formally reviewing their test plans, test cases, and ensuring UAT readiness, including a stable test environment and realistic data. Prepare and train business users for UAT, facilitating sessions on the system under test and the use of defect tracking tools and protocols. Act as the primary point of coordination during UAT, ensuring business-reported defects are accurately logged, tracked, and followed up with the development team / service provider for timely resolution. Lead formal reviews of test plans, designs, and requirements with cross-functional teams to ensure clarity and comprehensive test coverage. Communicate and coordinate with peers and senior individuals in cross-functional groups to articulate and compare alternative testing approaches and mitigate risks. Document, Track, and Report on Quality Assurance. Document and report detailed test results, including test execution status and defect metrics, tailoring reports for different audiences (e.g., management, development teams). Implement and manage a rigorous defect lifecycle process, including daily follow-up with development teams on outstanding issues to ensure timely resolution. Generate comprehensive weekly test summary reports for management and stakeholders, covering test progress, defect trends, and overall quality status. Ensure all software components meet defined quality standards, business needs, and relevant legislative requirements (e.g. PFMA, Deeds Registries Act). Drive quality control and test plan execution within Agile sprints, ensuring quality gates are met and contributing to continuous improvement.

**ENQUIRIES
APPLICATIONS**

: Mr. L Tshivhase Tel: (012) 338 7211 and Mr R Saila Tel: (012) 338 7296
 : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE

: EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 22/89

: **NETWORK MANAGER (REF NO: 3/1/1/1/2026/99)**
 Directorate: Information Technology Systems And Security Management

SALARY

: R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Information Technology (NOF Level 6) or related equivalent qualification. CCNP certification or related equivalent certification. Minimum of 3 year's junior management experience in the information technology field. Job related knowledge: Knowledge of Networking Technologies across diverse platforms. The Constitution. Government decision making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. government systems and structures. The political landscape of South Africa. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act. Deeds Registries Act, 1937. Sectional Titles Act, 1986. Land Survey Act, 1997. Other property related legislation. Best practice certifications / training (ITIL and COBIT). Knowledge of Deeds Registration systems (DRS), Deeds Office. Tracking System, DeedsWeb, DeedsView, DeedsScan and DeedsVerify). Knowledge of Cadastral information systems and the related databases. Knowledge and the ability to develop solutions to implement key business strategies. Job related skills: Ability to make appropriate decisions considering the relative costs and benefits of potential. Project management skills. Business analysis skills. Communication skills. Team worker skills. Facilitation skills. Good judgement and assertiveness skills. A valid driver's license.

DUTIES

: Lead and manage team of network engineers and specialists. Oversee the deployment, configuration, and maintenance of network devices, including routers, switches, firewalls, load balances, and wireless controllers. Lead and oversee network-related projects, establish project plans, allocate resourcing, and ensure project are completed on time within scope. Provide guidance mentorship and performance management to ensure team success. Collaborate with cross-functional teams, including systems administrators, security teams, application developers, and business stakeholders. Create and maintain a roadmap of all IT projects and initiatives for their IT domain and manage the resourcing, deployment schedules, and interactions with other role-players. Creates a plan for the

continuous and efficient running of the Network and they establish and maintain close relationships with all suppliers and vendors responsible for providing the support and maintenance for specific technology components in the Network domain. Ensure the network designs aligned with business requirements and industry best practices. Contribute to the specification and planning for other digital solutions in our environment. Produce comprehensive technical specifications that offer technical viable solutions and address the business requirements. Review and approve network designs. Conduct continuous business and industry research to guide critical evaluation of architectural and design patterns and principles.

ENQUIRIES : Mr. H Tshinavhe Tel: (012) 337 9380
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered
NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities

POST 22/90 : **DEPUTY DIRECTOR: INFORMATION SECURITY (REF NO: 3/1/1/1/2026/100)**
 Directorate: Information Technology Systems And Security Management

SALARY : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Computer Science, Information Technology / IT security Engineering, Informatics (NQF Level 6) or related equivalent qualification. Minimum of 3 years' junior management experience in ICT Infrastructure, application development and ICT Security. Investigation risk analysis. Information Technology security services. Job related skills: Communication skills. Investigative skills. Analytical skills. Liaison skills. Management skills. Work under pressure and meet deadlines. Use a computer for prolonged periods. A valid driver's license.

DUTIES : Monitor the implementation of security software. Monitor and evaluate solutions such as firewall, SSL encryption, digital signature encryption, antivirus and/or identity and access management. Monitor / oversee network of security resources and vendors: Ensure employees and vendors comply with Departmental Information Security Policies and Procedures. Ensure protection of information communication technology Security services including assets, intellectual property and computer systems. Monitor / oversee external and internal security threats. Identify potential areas of non-compliance, vulnerability and risk. Develops / implements corrective action / plans for resolution of problematic issues. Provide general guidance on how to avoid or deal with similar situations in the future. Provide training and Support, Security infrastructures and services. Ensure that all Departmental infrastructure has the correct level of protection to ensure secure operation. Provide information security awareness programs. Provide information security awareness programs.

ENQUIRIES : Mr. L Tshivhase Tel: (012) 338 7211 and Mr R Saila Tel: (012) 338 7296
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 22/91 : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING (REF NO: 3/1/1/1/2026/106) (5 POSTS)**
 Directorate: Examination, Execution, And Deeds Training Services

SALARY : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 4 years' experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.

- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- ENQUIRIES APPLICATIONS** : Mr T Segapu or Ms M Young Tel: (021) 464 7623
: Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Western Cape Deeds Registry, 2 Riebeeck Street, Cape Town City Centre, Cape Town, 8000 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Indian and White Females and persons with disabilities.
- POST 22/92** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING (REF NO: 3/1/1/2026/108)**
Directorate: Examination, Execution, And Deeds Training Services
- SALARY** : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Northern Cape (Kimberly)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 4 years' experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- ENQUIRIES APPLICATIONS** : Mr. V Mbizeni Tel (053) 832 7228
: Applications can be submitted by hand delivery during office hours to: to the Office of the Registrar of Deeds: Kimberley at Conner Stead and Knight Streets, 10th Floor New Public Building, Kimberley 8301. or apply by accessing Deeds Online

Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and persons with disabilities

POST 22/93 : **SENIOR LEGAL ADMINISTRATION OFFICER (REF NO: 3/1/1/1/2026/115)**
Directorate: Corporate Services

SALARY : R610 434 — R1 442 451 per annum (The salary will be determined in accordance with the OSD)

CENTRE REQUIREMENTS : Western Cape (Mowbray)
Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a LLB or as otherwise determined by the Minister of Justice and Constitutional Development. Minimum of 8 years post-qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in research and / or drafting of legal opinions. A valid driver's licence. Job related knowledge: Knowledge of South African law. Knowledge of legislation administration by the Department. Knowledge of departmental policies and procedures. Job related skills: Abilities to interpret acts and regulations. Ability to research the law. Ability to apply the law to set of facts. Excellence drafting and writing ability. Communication (verbal and written). Ability to present. Client relations and conflict management. Problem solving. Computer literacy. Ability to manage. Ability to interpret the law. Willingness to travel.

DUTIES : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts such as counsel, who may be briefed to draft or vet contracts. Review standard contracts periodically. Draft or vet other legal documents such as affidavits, delegations, and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisors, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to client. Ensure that applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the processing of request. Monitor that the DIO or line functionary attends to the requests and finalise them within the prescribed timeframes. Keep a register of all requests received and the outcomes thereof. Manage staff and perform other middle management tasks. Compile and sign performance agreements with staff. Review performance of all staff according to regulations and policies. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of disciplinary code and departmental policies and procedures. Provide supports and guidance to subordinates. Provide inputs into the annual operational plan for the Directorate. Provide information for the Director's monthly, quarterly, and annual reports on performance against the Operational Plan. Perform other middle management tasks as may be delegated by the Director.

ENQUIRIES APPLICATIONS : Mr N. Mgoqi Tell: 076 512 5216
Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post115@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and persons with disabilities.

POST 22/94 : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT (REF NO: 3/1/1/1/2026/111)**
Directorate: Organisational Development and Service Delivery Improvement

SALARY : R487 197 per annum (Level 9)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Business Administration / Public Administration / Public Management / Management Services / Operations

DUTIES

Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in organisational development and service delivery improvement. A valid driver's licence. Job related knowledge: Co-ordination and facilitation of Batho Pele programmes. Practical knowledge in implementing Batho Pele programmes. Job related skills: Computer literacy, Communication (verbal and written), Monitoring and evaluation, Facilitation and presentation, Policy development and analytical thinking, Report writing, Ability to research, Ability to work within a team. Facilitate the development of a service delivery model for the Department. Develop the service delivery model template. Circulate service delivery model template to branches for inputs and sign off. Consolidate service delivery models received from various branches. Process final draft service delivery model for Executive Committee approval. Facilitate change management interventions. Plan and facilitate change management interventions. Respond to change management interventions requests. Advise on the appointment of external change management specialists. Review and update Service Delivery Improvement Plans (SDIP's). Facilitate the review of the Service Delivery Improvement Plans. Consolidate reviewed Service Delivery Improvement Plans for the branches. Facilitate the submission of the reports on the implementation of Service Delivery Improvement Plans by the branches. Coordinate service excellence awards. Facilitate the implementation of the departmental service excellence policy. Coordinate the actual preparations for the service excellence awards ceremony. Compile the report on the service excellence awards. Facilitate the participation of the Department in the national Batho Pele service excellence awards. Represent the Department in forums dealing with preparation for the national Batho Pele awards. Facilitate client satisfaction, need surveys and coordinate Batho Pele awareness campaigns. Develop a Survey Framework. Consultation with internal and external stakeholders. Develop action plans. Facilitate methodology and tool development. Collect and analyse data. Develop survey reports. Know your service rights campaigns. Monitor the implementation of Batho Pele strategy. Coordinate training of middle and senior managers on Project Khaedu. Coordinate deployment of SMS members to field sites. Facilitate the departmental participation during Public Service month. Coordinate service delivery watch within the Department. Coordinate Batho Pele Forum meetings. Facilitate departmental participation during Africa Service Day events. Facilitate submission of quarterly reports on the implementation of Batho Pele Frameworks. Monitor compliance on departmental service delivery initiatives.

**ENQUIRIES
APPLICATIONS**

Mr P Moopelwa Tel: (012) 312 9496
Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post111@dlrrd.gov.za

NOTE

EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 22/95

SYSTEMS SERVICE SUPPORT OFFICER (REF NO: 3/1/1/1/2026/91)
Chief Directorate: Deeds ICT

**SALARY
CENTRE
REQUIREMENTS**

R487 197 per annum (Level 9)
Gauteng (Pretoria)
Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in IT support technical activities. Job-related knowledge: Knowledge of system design, UML and OOA and D methodology. Knowledge of system development lifecycle. Knowledge and understanding with Microsoft Azure. Knowledge of loading and deploying virtual servers on VMWare or Cloud infrastructure. Job-related skills: Computer literate. Technical skills. Good written and verbal communication skills. Analytical skills. Decision-making skills. Interpersonal relation. Project Management. Problem-solving skills. A valid driver's license.

DUTIES

Manage and co-ordinate the scope and specifications of all system change and upgrade requests with ICT. Monitor system performance, identify issues, and implement corrective actions to optimize system efficiency. Create and manage user accounts, roles and security profiles within internal systems. Ensure appropriate user access controls and permissions are in place, adhering to company policies and regulatory requirements. Conduct periodic access reviews and audits to identify and address any security. Ongoing maintenance of systems by identifying bugs / system fixes / enhancements for ICT to resolve and verify prior to release to users. System configuration and customization. Test and provide feedback of system issues to the systems and ICT. Lead project manage new operational systems design as specified by management and / or needs of the business. Collaborate with cross-functional teams to drive system enhancements and secure alignment with business objectives. Provide guidance and support to end-users regarding system usage, data entry and reporting. Generate new ideas and concepts for system improvements for management approval and project manage to completion. Develop and deliver training materials and workshops to

		educate users on system functionalities, best practices, and new features that is approved by service providers and ICT. Identifying the development needs for the purpose of streamlining and improving the operations of the organization for efficiency and profitability.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. HS Tshinavhe Tel: (012) 337 9380
	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 22/96</u>	:	<u>SENIOR EXAMINERS (REF NO: 3/1/1/2026/101) (6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R487 197 per annum (Level 9)
	:	Directorate: Examination, Execution, And Deeds Training Services: Gauteng (Johannesburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. Minimum of 3 years' experience in first level examination of deeds and documents. Knowledge of deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
<u>DUTIES</u>	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LR Maloka / Mr HP Nkwini Tel. (011) 843 8338 / 8314
	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: at 28 Harrison Street, Marshalltown 2107, Johannesburg, 2001 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured and Indian Males and Indian Females and Persons with disabilities.
<u>POST 22/97</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES (REF NO: 3/1/1/2026/104)</u>
<u>SALARY CENTRE</u>	:	R487 197 per annum (Level 9)
	:	KwaZulu Natal Deeds Registry (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Public Management / Administration / Public Administration or relevant equivalent qualifications. Minimum of 3 years' experience at supervisory level in Human Resources Management. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Computer literacy. Good interpersonal skills. Good written and verbal communication skills. Problem Solving and Decision-Making skills. Dispute and Conflict management skills. Time Management skills. Computer software skills. Project Management skills. Planning skills. A valid driver's license.
<u>DUTIES</u>	:	Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify Employment Equity stats. Manage labour relations matters. Facilitate / Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings,

conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorize transactions, and monitor registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office Employee Performance Management and Development System implementation plan, monitor compliance, and submit report. Monitor quality assurance on Performance Agreements, midterm, and annual reviews, and provide report. Verify and monitor implementation of training plan. Manage Moderating Committee processes. Verify Moderating Committee summary reports and compile Moderating Committee memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.

ENQUIRIES APPLICATIONS : Ms Z Mthembu or Mr S Mtshali Tel: (033) 355 6811 / 6812
 : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritzburg Street, Pietermaritzburg, 3201 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and persons with disabilities.

POST 22/98 : **SENIOR EXAMINERS (REF NO: 3/1/1/1/2026/107) (7 POSTS)**
 Western Cape Deeds Registry

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 9)
 : Cape Town
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.

DUTIES : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters/corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.

ENQUIRIES APPLICATIONS : Mr T Segapu or Ms M Young Tel: (021) 464 7623
 : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Western Cape Deeds Registry, 2 Riebeek Street, Cape Town City Centre, Cape Town, 8000 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: African, Coloured and Indian Males and African Females and Persons with disabilities.

POST 22/99 : **RECORDS MANAGEMENT OFFICER (REF NO: 3/1/1/1/2026/112)**
 Directorate: Knowledge, Information And Innovation Management

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 8)
 : Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management (NQF Level 6) or relevant equivalent qualification. Minimum of 2 years' experience working in the

records management environment. A valid driver's licence. Job related knowledge: Public Service Regulations, 2016 (as amended). Relevant training presented by the National Archives and Records Service. National Archives and Records Services Act of South Africa (Act no 43 of 1996, as amended). Electronic records management and preservation principles. Records and registry management procedures. Records and documents management systems. Records management policy. Minimum Information Security Standard (MISS). Electronic classification systems. Job related skills: Facilitation and presentation. Planning and organising. Computer literacy. Problem solving. Communication (verbal and written). Ability to work within a team.

DUTIES

: Coordinate the records management and filing services in all registries / offices. Ensure that all records created and received are classified according to the approved Departmental File Plan. Verify the client's records management with the records classification systems, records decongestion / backlog clearing and enterprise content management. Coordinate the preservation of historical records. Coordinate disposal of appropriate records. Ensure that no archival / permanent valuable records are destroyed. Gather and collate inputs for the determination of retention periods of records. Gather and collate inputs to the user manual for registry staff. Respond to enquiries on records management and registry services. Monitor the implementation and maintenance of records management systems. Promote the implementation of records management policy, processes and procedures. Provide advice on the application of registry standard operating procedures and records classification systems. Update records management system, including the maintenance and management of active and archived records. Maintain departmental security and confidentiality of information in accordance with policies requirements. Liaise with other Departments for best practices on records management. Conduct inspections in terms of records management practices and procedures. Monitor the quality of records created. Investigate the response times in retrieving records and providing information. Monitor the quantity of records disposed. Inspect the condition of all records in all storage areas. Review the accessibility of all records on all storage media. Facilitate records management awareness programs. Identify awareness interventions and training on records management. Conduct on-site records management orientation. Coordinate the training on the records management systems. Develop survey reports.

ENQUIRIES

: Mr PA Khatlake Tel: (012) 312 8796

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post112@dlrrd.gov.za

NOTE

: EE Targets: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with Disabilities.

POST 22/100

: **ICT TECHNICIAN (REF NO: 3/1/1/2026/92)**
Chief Directorate: Deeds ICT

SALARY

: R413 001 per annum (Level 8)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Information Technology (NQF 6) or related equivalent qualification. MCSE certification or related equivalent certification. Minimum of 2 years' experience in Information Technology field. Job related knowledge: Knowledge of Networking Technologies across diverse platforms. Knowledge of Information Technology Acts and Policies. Knowledge of internal control and risk management. Knowledge of Project management principles and tools. Knowledge of technical aspects of Information and communication Technology goods and services. Job related skills: Project management skills. Business analysis skills. Communication skills. Team worker skills. Facilitation skills. Good judgement and assertiveness skills. Planning and Organising skills. Supervisory skills. Computer skills. Interpersonal skills. A valid driver's license.

DUTIES

: Provide technical line support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible. Escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organization. Ensure technology is accessible and equipped with current hardware and software. Troubleshoot hardware, software and network operating system. Be familiar with all hardware

and software. Be familiar with network operating systems. Provide orientation to new users of existing technology. Train staff about potential uses of existing technology. Train staff about new and potential use. Provide individual training and support on request. Provide recommendations about accessing information and support. Maintain current and accurate inventory of technology hardware, software and resources. Provide, monitor and manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Document and maintain network equipment and configurations. Ensure security measures are met, and policies are adhered and workshop ICT Policies. Educate users about ICT policies such as password policy, email policy, internet policy, desktop policy and etc. Monitor and maintain technology to ensure maximum access. Troubleshoot all technology issues. Maintain log and / or list of required repairs and maintenance. Make recommendations about the purchase of technology resources. Research current and potential resources and services. Ensure hardware is stripped and secured before disposal. Test and rollout all projects that OCIO is rolling out to the department and serve as a point of contact to regional technical staff regards to all projects undertaken by OCIO. Test new applications before implemented / installed in departmental Network and advice accordingly. Assist on escalated calls from technicians from other regions and resolve them on time. Train technician from other regions if there is a new application in the Department.

ENQUIRIES APPLICATIONS : Mr. HS Tshinavhe Tel: (012) 337 9380
 : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 22/101 : **SYSTEMS SUPPORT ANALYST (REF NO: 3/1/1/2026/98)**
 Directorate: Deeds Enterprise Architecture

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 8)
 : Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma Information Technology / Informatics or related equivalent qualification (NQF 6). Minimum of 3 years' experience in system analysis. Experience with SDLC. Proven work experience in system support. Job related knowledge: Knowledge of Operating Systems. Knowledge of hardware and infrastructure. Knowledge of IT Service Management (ITSM). Knowledge of database management. Job related skills: Technical reporting skills. Analytical skills. Presentation skills.

DUTIES : Provide Requirements Analysis and Documentation. Conduct stakeholder interviews and workshops to gather requirement. Create clear, concise, and comprehensive documentation, including process flow and use cases. Validate requirements with business and technical teams to ensure clarity and feasibility of proposed solution. Provide System Design and Solution Development. Deliver system design documents of assigned projects. Design specifications during development, minimizing deviations. Reduce system design-related defects through iterative reviews. Develop system architecture, data models, and workflows in collaboration with IT teams. Ensure designs align with organizational standards and industry best practices. Collaborate with developers to translate designs into functional systems. Participate in System testing and quality assurance activities. Contribute to creation and execution of test cases, including functional, integration, and regression. Coordinate UAT with end-users and document feedback. Work with developers to resolve bugs and system reliability. Manage stakeholders' collaboration and communication. Monitor and analyse security logs and alerts to detect potential security incidents or breaches. Implement security measures, such as access, encryption, multi-factor authentication to safeguard sensitive data. Regularly conduct security assessments and audits to identify vulnerabilities and weaknesses in the IT infrastructure. Collaborate with cybersecurity team to develop and enforce security policies and procedures across the organization. Ensure IT system and data are protected against security threats and comply with relevant regulations and standards.

ENQUIRIES APPLICATIONS : Mr. HS Tshinavhe Tel: (012) 337 9380
 : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 22/102 : **FINANCE CLERK (SUPERVISOR) (REF NO: 3/1/1/2026/113)**
Directorate: Financial Accounting

SALARY : R338 106 per annum (Level 7)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years of experience in a financial environment required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Services financial legislations, procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organisation. Computer literacy. Communication (verbal and written). Basic numeracy. Flexibility. Interpersonal relations. Ability to work within a team. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. Willingness to work additional hours as and when required.

DUTIES : Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms SH Sambo Tel: (012) 312 8861
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post113@dlrrd.gov.za

NOTE : EE Targets: African, Coloured and Indian Males and Coloured Females and Persons with Disabilities.

POST 22/103 : **ADMINISTRATIVE OFFICER (REF NO: 3/1/1/2026/119)**

SALARY : R338 106 per annum (Level 7)
CENTRE : Chief Directorate: Provincial Office: Eastern Cape (East London)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulations Financial procedures. Treasury Regulations. Basic Accounting System (BAS). LOGIS system. Job related skills: Computer literacy. Interpersonal relations. Organising and planning. Communication (verbal and written). Analytical thinking. Problem solving and financial management.

DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with the Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Transport claims and other relates expenditure. Administer the procurements of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and

services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES APPLICATIONS : Ms A van Vuuren Tel: (043) 701 8127 or Ms AC Kili Tel: (043) 701 8186
 : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Corner of Coutts and Moore Street, Block H, Quigney, East London, 5201 or by email to Post119@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 22/104 : **JUNIOR EXAMINER (REF NO: 3/1/1/1/2026/103) (10 POSTS)**
 Directorate: Examination, Execution, And Deeds Training Services

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
 : Gauteng (Johannesburg)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualification. No experience required. Knowledge deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer literacy skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.

DUTIES : Prepare deeds for examination. Link batches, endorse deeds, insert fees and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Distribution of deeds and documents. Count, balance deeds with lodgments / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.

ENQUIRIES APPLICATIONS : Ms LR Maloka / Mr HP Nkwinika Tel: (011) 843 8338 / 8314
 : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: at 28 Harrison Street, Marshalltown 2107, Johannesburg, 2001 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE : EE Targets: African, Coloured and White Males and Coloured and Indian Females and Persons with disabilities.

POST 22/105 : **FINANCE CLERK (SUPERVISOR) (REF NO: 3/1/1/1/2026/105)**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
 : KwaZulu Natal Deeds Registry: Pietermaritzburg
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years of experience in Financial Environment required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Services financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organisation skills. Computer operating skills. Language. Good verbal and written Communication skills. Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. Willingness to work additional hours as and when required.

DUTIES : Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all

documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES
APPLICATIONS**

: Ms Z Mthembu or Mr S Mthali Tel: (033) 355 6811 / 6812
 : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritzburg Street, Pietermaritzburg, 3201 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE

: EE Targets: Coloured, Indian and White Males and African, Coloured and White Females and Persons with Disabilities.

POST 22/106

: **SUPPLY CHAIN CLERK (REF NO: 3/1/1/2026/116)**
 Directorate: Financial And Supply Chain Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 5)
 : KwaZulu Natal (Pietermaritzburg)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or related equivalent qualification. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy. Communication (verbal and written). Interpersonal relations. Ability to work within a team.

DUTIES

: Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

**ENQUIRIES
APPLICATIONS**

: Ms F Mathonsi Tel: (033) 264 9500
 : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post116@dlrrd.gov.za

NOTE

: EE Targets: Coloured, Indian and White Males and African, Coloured and White Females and Persons with Disabilities.

POST 22/107

: **ADMINISTRATION CLERK (REF NO: 3/1/1/2026/117)**
 Directorate: Operational Management

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 5)
 : Mpumalanga (Nelspruit)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Ability to work within a team.

DUTIES

: Render general clerical 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 letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. 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 and 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. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. 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 for the component.

ENQUIRIES : Ms PS Gininda Tel: (013) 754 8027
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post117@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 22/108 : **FINANCE CLERK (REF NO: 3/1/1/2026/120)**
Directorate: Financial And Supply Chain Management Services


SALARY : R237 453 per annum (Level 5)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Job related skills: Planning and organisational. Computer literacy. Communication (verbal and written). Basic numeracy.

DUTIES : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney cases etc). Send statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on the budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.

ENQUIRIES : Ms A van Vuuren Tel: (043) 701 8127 or Ms AC Kili Tel: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Corner of Coutts and Moore Street, Block H, Quigney, East London, 5201 or by email to Post120@dlrrd.gov.za

NOTE : EE Targets: African, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

SOUTH AFRICAN POLICE SERVICE



CLOSING DATE : 10 July 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 22/109 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 03/2026 (1 POST)**
Division: Financial Management Services
Expenditure Management

SALARY : R338 106. per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable

to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Receiving and checking of interdepartmental invoices received via SharePoint in SAPS. Creating a bundle on the Polfin System and ensure the claims are captured and balance before rerouting of the claims. Review all captured interdepartmental claims / invoices and create the payment schedules. Perform the electronic archiving of all processed claims and payments made by the section Expenditure Management. Facilitate the archiving of all interdepartmental claims / invoices paid. Assist and obtain all related source documents on request from the Auditor General, questions in Parliament, Internal Audit and SAPS Officials. Respond to all enquiries received from internal and external stakeholders.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/110 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 04/2026 (1 POST)**
Division: Financial Management Services
Expenditure Management

SALARY CENTRE : R338 106. per annum (Level 7)
: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Verification of all registered claims on the electronic claim register. Verification of all payment schedule for miscellaneous claims and foreign journey claims. Verification of all rejected payment for miscellaneous claims and foreign journey claims. Weekly reporting on all claims paid in cash by Division and the Province exceeded R2000 with approval by the Section Head. Assisting with all weekly, monthly, quarterly, and annual report to Management. Assist and obtain all related source documents on request from the Auditor General, questions in Parliament, Internal Audit and SAPS Officials. Populate the SharePoint library with all approved designations per Province per Division. Perform the electronic archiving of all processed claims and payments made by the Sub - Section Claims Section.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at Tel No: (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/111 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 05/2026 (1 POST)**
Division: Financial Management Services
Financial Accounting

SALARY CENTRE : R338 106.per annum (Level 7)
: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training

courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Maintain fruitless & wasteful and loss registers daily. Perform the proper finalization of financial losses as received i.e. state money, fruitless and wasteful expenditure and face value forms and ensure adherence to the norms and standards stipulated in line with the loss management process. Manage the Human, Physical and Financial resources.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at Tel No: (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/112 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 06/2026 (1 POST)**
Division: Financial Management Services
Financial Accounting

SALARY : R338 106.per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Ensures daily bank reconciliation is performed on the financial system for all commercial banks and Pay Master General account, all revenue received is paid over to the national revenue fund monthly, process foreign payments on Safety Web System and refunds. Manage the Human, Physical and Financial resources.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at Tel No: (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/113 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 07/2026 (1 POST)**
Division: Financial Management Services
Financial Auxiliary Management

SALARY : R338 106 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong

- interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Assist with the recovery of liquid debt from serving employees, former employees, civilians and other government departments.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at Tel No: (012) 393 1224/ 4425/ 4122.
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/114** : **FINANCIAL CLERK SUPERVISOR REF NO: FMS 08/2026 (1 POST)**
Division: Financial Management Services
Salary Management and Maintenance
- SALARY CENTRE REQUIREMENTS** : R338 106. per annum (Level 7)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Supervision and verification of Maintenance Orders, Knowledge of ledgers and journals. Supervision and administration of Union membership and Insurance cancelations on the system. Knowledge of third-party processing and cost statements.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122.
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/115** : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 09/2026 (1 POST)**
Division: Financial Management Services
Salary Management and Maintenance
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Supervision and perusal of payments for Arbitration Awards, public holidays, salary adjustments, leave without pay and un-used leave. Knowledge of reinstatement and suspensions.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/116** : **FINANCIAL CLERK SUPERVISOR (REF NO: AUX/01/2026) (1 POST)**
SAPS Auxiliary Services: Support Services: FMS
Component Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R338 106. per annum (Level 7)
: Head Office
: Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4, or equivalent qualification (NQF Level 4 as recognized by SAQA). With at least four years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Strong interpersonal skills. Report writing. Presentation skills, problem solving, sound planning, Organizing and administration skills, strong administration skills, strong analytical skills and Facilitation skills. Be willing to work under pressure and extended hours.
- DUTIES** : To administer and maintain all financial functions expenditure, budget, payroll, telephone and MMS, SMS claims for Auxiliary Services. To effectively monitor expenditure versus allocation within the component budget. Administer and monitor all financial claims and supplier payments. Budget reports. Shifting of funds. Compiling EWS. Creating of financial authorities. Vehicle claims. Administration of telephone and cell phones account. Capturing of overtime. Payroll certificate. Changing of banking details. Ensure personnel conform to the general discipline and adherence to the Code of Conduct.
- ENQUIRIES APPLICATIONS** : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
: Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za
- POST 22/117** : **FINANCIAL CLERK SUPERVISOR REF NO: CS 03/06/2026 (X1 POST)**
Section Corporate Support: Finance and Administration
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (level 7)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Supervise budget management for Corporate Services. Supervise the creation of financial authorisations. Provide Early Warning Reports on monthly basis. Ensure correct vesting of expenditure. Supervise the missions accounts. Forward requests concerning Parliamentary matters for Corporate Services. Provide weekly budget reports. Manage human and physical resources. Ensure compliance with the Public Financial Management Act (PFMA), Treasury Regulations, Acts & Policies.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O

- POST 22/118** : **FINANCIAL CLERK SUPERVISOR (REF NO: VP E4/2026)**
Support Services: Financial and Administration Services
Division Visible Policing
- SALARY** : R338 106.per annum (Level 7)
CENTRE : Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Administer processes pertaining to standing advances. Administer and capturing of domestic and foreign claims on the Polfin system. Administer processes pertaining to memorandums and itineraries. Administer and capturing of advance requests on the Polfin system.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/119** : **FINANCIAL CLERK SUPERVISOR (REF NO: VP E5/2026)**
Support Services: Financial and Administration Services
Division Visible Policing
- SALARY** : R338 106.per annum (Level 7)
CENTRE : Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Administer telecommunication for the Division. Supervise and administer the distribution of cellular phones and 3G accounts from the converged portal. Supervise and administer the payment of accounts. Supervise and administer certification of cell phone accounts. Supervise and administer the payments and certification of 3G accounts.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/120** : **FINANCE CLERK SUPERVISOR**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services
Section: Finance and Administration Services

<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 7)
	:	Ref No: DPCI/EC/26/2026: East London
	:	Ref No: DPCI/KZN/27/2026: Port Shepstone
<u>REQUIREMENTS</u>	:	Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may serve as an advantage.
<u>DUTIES</u>	:	Administer all telephone and cell phone accounts and register new users on TMS and issue pin codes; Administer all financial claims, payments and advances; Administer payroll; Administer applications for allowances (housing, overtime, nightshift and public holidays); Administer incoming and outgoing correspondences; Administer IRP5 related enquiries; Overseeing conformation to and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
<u>ENQUIRES</u>	:	DPCI: Eastern Cape: Enquiries can be directed to: Lieutenant Colonel Batyi and Captain Poswa Telephone number: (043) 709 0524 / 0525 / 0527 DPCI: Kwazulu Natal: Enquiries can be directed to: Colonel Zikhali and Lieutenant Colonel Phungula Telephone number: (031) 325 4913
<u>APPLICATIONS</u>	:	Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, EAST LONDON Email address: PoswaN@saps.gov.za and SobutyuN@saps.gov.za DPCI: Kwazulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, DURBAN Email address: MoodleyP4@saps.gov.za
<u>POST 22/121</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR (REF NO: VP E3/2026)</u> Support Services: Supply Chain Management: Procurement Management Division Visible Policing
<u>SALARY CENTRE</u>	:	R338 106. per annum (Level 7)
<u>REQUIREMENTS</u>	:	Midcity Building, 540 Pretorius Street, Arcadia Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render an effective Supply Chain Management in terms of procurement. Provide acquisition authorization for procurement applications according to the delegation. Prepare files for presentation at the Resource Committee meetings. Compile, register and conduct determination test. Update the Irregular Expenditure register. Manage the analysis of the demand and planning of the provisioning and non-provisioning stores. Co-ordinate the supplier database and nodal point. Co-ordinate the rotation of suppliers from the CSD.
<u>ENQUIRIES</u>	:	Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

- POST 22/122** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: FMS 02/2026 (1 POST)**
 Division: Financial Management Services
 Support Services
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (Level 7)
 : Pretoria
 : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Facilitate all acquisition related issues and monitor that it is done in a cost-effective manner. Facilitate all demand related issues and monitor that all is done in a cost-effective manner. Facilitate performance management functions within SCM. Facilitate all resources allocated to the section in an effective and efficient manner. Facilitate the implementation and maintenance of all National Policies regarding Supply Chain Management. Facilitate inspections and evaluations (internally and SCM Performance Management). Facilitate vehicle fleet management. Facilitate SHE management within the Division. Facilitate movable government property inspections and stocktaking processes.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/123** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: CS 02/06/2026 (X1 POST)**
 Section Corporate Support: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R338 106. per annum (Level 7)
 : Pretoria
 : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Administer and coordinate stock taking, asset inspection and certification of assets on the Provisioning Administration System (PAS). Administer and coordinate the closing of vouchers on PAS. Administer and perform transfers on PAS from one accounting store to another and between chief users. Administer and coordinate disposals/complete the necessary source documents and print reports on PAS. Administer and perform PAS functions when collecting provisioning store items. Administer and complete source documents when performing PAS transaction on the system.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O

- POST 22/124** : **SUPPLY CHAIN CLERK SUPERVISOR (CR14/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Support Services Section
- SALARY** : R338 106 per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be
- DUTIES** : Administer and process procurement requisitions, including the recording, capturing, monitoring, and tracking of procurement applications in accordance with Supply Chain Management procedures. Coordinate the acquisition, receipt, inspection, distribution, and control of equipment and stock, ensuring compliance with organizational policies and inventory management requirements. Maintain adequate stock levels through needs assessments, stock monitoring, inventory control, and the accurate allocation of equipment and consumables to end users. Process and monitor invoices, supplier payments, and procurement related enquiries, ensuring timely and accurate financial administration. Maintain and update procurement systems, supplier databases, procurement records, contract information, inventory registers, and asset management records. Compile, maintain, and submit procurement, inventory, supplier, and asset-related reports and documentation. Administer effective record management, accountability of assets and stock, and ensure compliance with procurement and supply chain management policies and procedures.
- ENQUIRIES** : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za
- POST 22/125** : **SUPPLY CHAIN CLERK SUPERVISOR**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services
Section: Supply Chain Management
- SALARY** : R338 106 per annum (Level 7)
CENTRE : Ref No: DPCI/EC/19/2026: East London
Ref No: DPCI/FS/20/2026: Bloemfontein
Ref No: DPCI/GP/21/2026: Germiston
Ref No: DPCI/KZN/22/2026: Durban
Ref No: DPCI/NW/23/2026: Klerksdorp
- REQUIREMENTS** : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
- DUTIES** : Monitor processes in relation to Supply Chain Management; Conduct a provisioning logistical needs analysis to identify needs shortages on moveable / immoveable property; Monitor and control the distribution of physical resources

and administer inventories; Coordinate vehicle fleet administration and inspections; Manage day-to-day maintenance of buildings premises; Implement SHE standards; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES

- : **DPCI: Eastern Cape:** can be directed to: Lieutenant Colonel Batyi and Captain Poswa Telephone number: (043) 709 0524 / 0525 / 0527
- : **DPCI: Free State:** Enquiries can be directed to: Lieutenant Colonel Vethezo and Captain Mkumla Telephone number: 071 481 2510
- : **DPCI: Gauteng:** Enquiries can be directed to: Lieutenant Colonel Macinga and Warrant Officer Kone Telephone number: (082) 778 3578 and (082) 449 2282
- : **DPCI: Kwazulu Natal:** Enquiries can be directed to: Colonel Zikhali and Lieutenant Colonel Phungula Telephone number: (031) 325 4913
- : **DPCI North West:** Enquiries can be directed to: Lieutenant Colonel Mbulawa and Captain Mokoena Telephone number: (018) 464 5316 / 5332

APPLICATIONS

- : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):
- : **DPCI: Eastern Cape:** Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London Email address: PoswaN@saps.gov.za and SobutyuN@saps.gov.za
- : **DPCI: Free State:** Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, BLOEMFONTEIN Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za
- : **DPCI: Gauteng:** Hand delivered or couriered to: 165 Meyer Street, Benmare Building, GERMISTON Email address: MacingaL@saps.gov.za
- : **DPCI: Kwazulu Natal:** Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, DURBAN Email address: MoodleyP4@saps.gov.za
- : **DPCI North West:** Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, KLERKSDORP Email address: Mbulawal@saps.gov.za

POST 22/126

- : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: DPCI/FS/24/2026**
- : Directorate for Priority Crime Investigation: Provincial level
- : Component: Corporate Support Services: Limpopo
- : Section: Supply Chain Management: Procurement & Inventory Management

SALARY CENTRE REQUIREMENTS

- : R338 106 per annum (Level 7)
- : Polokwane
- : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES

- : Administer the procurement and logistical support with the sub-section; Administer the payment process of the services and or expendable items; Facilitate the effective and efficient logistical provisioning and management of all types of vehicles; Provide and facilitate the occupational safety and environmental matter; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES

- : can be directed to: Colonel Seabi and Captain Machete Telephone number: (071) 481 3316 / (082) 580 4681

APPLICATIONS

- : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):
- : DPCI: LIMPOPO: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, POLOKWANE Email address: MacheteP@saps.gov.za

POST 22/127

- : **SUPPLY CHAIN CLERK SUPERVISOR: REF NO: RIM 01/06/2026 (X1 POST)**
- : Risk & Integrity Management: Management Information & Support

SALARY CENTRE REQUIREMENTS

- : R338 106.per annum (Level 7)
- : Pretoria
- : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the

interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer procuring goods and services, processing orders, managing inventory, maintaining accurate records, and reconciling invoices to ensure efficient business operations, compile and consolidate the Demand Management Plan (DMP) and Procurement Plan. Categorizing commodities and ensuring the availability of funds. Conduct variance, market, and industry analysis. Review Demand Management and Procurement Plan. Draft specifications/terms of reference for goods and services. Track all movements of specifications and terms of reference submissions. Assist in maintaining and coordinating effective and efficient state asset and inventory control management. Maintain, control and coordinate the acquisition management services within the Component. Maintain and control distribution and utilization of physical resources.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za

POST 22/128 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: DPCI/FS/25/2026**
 Directorate for Priority Crime Investigation: Provincial level
 Component: Corporate Support Services: Northern Cape
 Section: Supply Chain Management: Fleet Management

SALARY : R338 106 per annum (Level 7)
CENTRE : Kimberley

REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Facilitate the effective and efficient logistical provisioning and management of all types of vehicles; Perform random vehicle inspections and maintenance of the register; Transportation of equipment vehicle to the garage for services or pairs; Ensure certification of fuel transactions, Manage registration and renewal of vehicle licenses; Register and de-register vehicles; Manage and ensure that SAPS 132B are completed and filled correctly; Manage and update vehicle asset register; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Lieutenant Colonel Ntho and Captain Damons Telephone number: (082) 779 8553 and (071) 481 3000

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):
 DPCI: NORTHERN CAPE: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside) KIMBERLEY Email address: DamonsM@saps.gov.za

POST 22/129 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: CS 01/06/2026 (X1 POST)**
 Section Corporate Support: Human Resource Management

- SALARY** : R338 106 per annum (Level 7)
 : Pretoria
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Capture all leave transactions on Persal. Monitor the average acceptable rate of unscheduled absence. Conduct SAP 26 and Z8 inspections. Conduct Leave Audits. Monitor 8 days consecutive leave. Administer and capture ill-health retirement applications, Injury on Duty documents as well as temporary incapacity leave. Monitor the reintegration of employees absent from work for 30 consecutive days. Compile monthly and quarterly returns. Compile and submit PMR for the Sub-Section: HRM.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za
- POST 22/130** : **HUMAN RESOURCE CLERK SUPERVISOR (REF NO: VP E1/2026)**
 Support Services: Personnel Management.
 Division Visible Policing
- SALARY** : R338 106 per annum (Level 7)
CENTRE : Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Administer the applications for transfers and service arrangements; Administer long-term acting allowances; Administer occupational translations; Administration of Data Integrity and update personnel placement and records; Administration of external and internal appointments, post promotions and grade progression. Administration of Recognition of Improved Qualifications.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/131** : **HUMAN RESOURCE CLERK SUPERVISOR (REF NO: VP E2/2026)**
 Support Services: Personnel Management
 Division Visible Policing
- SALARY** : R338 106 per annum (Level 7)
CENTRE : Midcity Building, 540 Pretorius Street, Arcadia

- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Administration of general leave and Leave audits. Administration of Temporary Incapacity Leave, Full functional assessment applications, ill health retirement and Injury on Duty. Administration of Service Termination.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/132** : **HUMAN RESOURCE CLERK SUPERVISOR (POST NUMBER: PPS02/2026) (1x Post)**
Human Resource Management
Component: Presidential Protection Service
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
: Western Cape: Cape Town
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Core Functions: Monitor and administrate all life Cycle Management functions. Monitor and administrate all HRU functions. Monitor and administrate all HRP A functions. Monitor and administrate all Employee Relations. Manage and exercise control over human, physical and financial resources allocated to the post.
- ENQUIRIES** : Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester on Tel No: 021 467 6485/6499
- APPLICATIONS** : Western Cape (Cape Town): Applications must be posted / hand delivered to the following address:121 Garmour House Plein Street Cape Town 8001 and e-mailed to: KamanaEN@saps.gov.za / TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za
- POST 22/133** : **HUMAN RESOURCES CLERK SUPERVISOR REFNO: IA26/06/2026 (1 POST)**
Component Internal Audit
Human Resource Management: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
: Pretoria: Head Office
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma /

Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer and manage employee leave, transfers, promotions, service terminations, discharges, retirements, and pension-related matters. Process and coordinate applications relating to medical, disability, stress, depression, alcohol, and death boards in accordance with organisational policies and procedures. Maintain, update, and manage personnel records and databases, including the capturing, verification, and submission of employee information on relevant HR systems. Compile, maintain, and submit HR statistics, personnel reports, employment equity reports, performance management reports, and other required administrative reports. Administer and monitor employee performance management processes, including Performance Enhancement Process (PEP) compliance, progress reporting, and performance-related documentation. Process and administer employee incentives, rewards, pay progression, and salary-related enquiries. Register, coordinate, process, and finalise employee grievance and disciplinary matters in accordance with applicable policies and procedures. Ensure effective personnel administration, record management, regulatory compliance, and the implementation of Human Resource Policies and Practice.

ENQUIRIES : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.

APPLICATIONS : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za

POST 22/134 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: DPCI/HO/16/2026**
Directorate for Priority Crime Investigation: Head Office
Component: Governance and Corporate Services
Section: Service Termination & Absenteeism Management

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
: Head Office
: Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may serve as an advantage.

DUTIES : Facilitate service absence and terminations within the DPCI; Ensure compliance with applicable National Instructions on service termination and absenteeism management; Monitor applications for temporary incapacity leave, IOD's and other related administration functions; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

POST 22/135 : **HUMAN RESOURCE CLERK SUPERVISOR DPCI/HO/17/2026**
Directorate for Priority Crime Investigation
Component: Governance and Corporate Services
Section: Human Resource Development

SALARY CENTRE : R338 106 per annum (Level 7)
: Head Office

- REQUIREMENTS** : Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
- DUTIES** : Assist in administering the implementation of capacity development initiatives i.t.o annual performance plan and the annual operational plan of the DPCI; Assist in administering and coordinating SAPS bursary programme, internship programme and data training statistics and reports quarterly; Capturing of training related results on TAS; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
- ENQUIRIES** : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110
- APPLICATIONS** : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za
- POST 22/136** : **HUMAN RESOURCE CLERK SUPERVISOR**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services
Section: Human Resource Management
- SALARY CENTRE** : R338 106 per annum (Level 7)
Ref No: DPCI/GP/29/2026: Germiston
Ref No: DPCI/LIM/30/2026: Musina
Ref No: DPCI/MP/31/2026: Nelspruit
Ref No: DPCI/NC/32/2026: Kimberley
Ref No: DPCI/NW/33/2026: Klerksdorp
Ref No: DPCI/WC/34/2026: Bellville
- REQUIREMENTS** : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
- DUTIES** : Facilitate service absence and terminations within the province; Ensure compliance with regard to National Instructions on service termination and absenteeism management; Monitor applications for temporary incapacity leave; Coordinate all recruitment related matters, the appointment of employees, transfers & related matters; Administer medical board and injuries on duty. Coordinate all the medals awards related matters; Facilitate Training and related matters; Facilitate discipline management and grievance related matters; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
- ENQUIRIES** : **DPCI: Gauteng:** Enquiries can be directed to: Lieutenant Colonel Macinga and Warrant Officer Kone Telephone number: (082) 778 3578 and (082) 449 2282
DPCI: Limpopo: Enquiries can be directed to: Colonel Seabi and Captain Machete Telephone number: (071) 481 3316 / (082) 580 4681
DPCI: Mpumalanga: Enquiries can be directed to: Lieutenant Colonel Shongwe and Captain Maseko Telephone number: (013) 759 1366 / 1365 / 1377
DPCI: Northern Cape: Enquiries can be directed to: Lieutenant Colonel Ntho and Captain Damons Telephone number: (082) 779 8553 and (071) 481 3000
DPCI North West: Enquiries can be directed to: Lieutenant Colonel Mbulawa and Captain Mokoena Telephone number: (018) 464 5316 / 5332
DPCI: Western Cape: Enquiries can be directed to: Captain Xhego and Warrant Officer Matlou Telephone number: (071) 481 3252 and (071) 481

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):
DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmare Building, GERMISTON Email address: MacingaL@saps.gov.za
DPCI: Limpopo: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, POLOKWANE MacheteP@saps.gov.za
DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, NELSPRUIT Email address: ShongweS@saps.gov.za
DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside) KIMBERLEY Email address: DamonsM@saps.gov.za
DPCI North West: Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, KLERKSDORP Email address: MbulawalL@saps.gov.za
DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, BELLVILLE Email address: Sibelekwanas@saps.gov.za

POST 22/137 : **ADMINISTRATION CLERK SUPERVISOR (REF NO: VP E6/2026)**
Flash: Firearm Compliance and Enforcement: MIC
Division Visible Policing

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
: Veritas Building, Pretoria Central
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Compile, verify and consolidate weekly, monthly, quarterly and annual performance reports for the Section in terms of the Annual Operational Plan and Annual Performance Plan. Compile and ensure the timely submission of performance report to the Component: MIC. Monitor AGSA reports, Internal Audit findings and Parliamentary questions. Liaise will all Provincial Offices regarding performance reporting. Compile information and create presentations for the section.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/138 : **ADMINISTRATION CLERK SUPERVISOR (REF NO: VP E7/2026)**
Flash: Second-Hand Goods: Liquor and Second-Hand Goods Service
Division Visible Policing

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
: MIC Veritas Building, Pretoria Central
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

- DUTIES** : Compile, verify and consolidate weekly, monthly, quarterly and annual performance reports for the Section in terms of the Annual Operational Plan and Annual Performance Plan. Compile and ensure the timely submission of performance report to the Component: MIC. Monitor AGSA reports, Internal Audit findings and Parliamentary questions. Liaise will all Provincial Offices regarding performance reporting. Compile information and create presentations for the section
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/139** : **ADMINISTRATION CLERK SUPERVISOR (REF NO: VP E8/2026)**
Rapid Rail Police: Mabopane Corridor
Division Visible Policing
- SALARY** : R338 106 per annum (Level 7)
CENTRE : Mabopane
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Render administrative duties pertaining to Human Resource related functions. Render administrative duties pertaining to Human Resource Utilisation related functions. Comply with service standards.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/140** : **ADMINISTRATIVE CLERK SUPERVISOR (POST NUMBER: PPS01/2026)**
Component: Presidential Protection Service
Office of the Component Head
- SALARY** : R338 106 per annum (Level 7)
CENTRE : HQ: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. *General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Core Functions: Render Administrative Support Functions. Administer correspondence and files of the Component Head: PPS. Uphold the confidentiality of all classified documents as per the MISS. Supervise the coordination of all

- internal and external meetings for the Component Head. Exercise control over human, physical and financial resources allocated to the post.
- ENQUIRIES** : Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha/ HRC Sibande 012 400 5147.
- APPLICATIONS** : HQ: Pretoria: Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / Modihal@saps.gov.za
- POST 22/141** : **ADMINISTRATION CLERK SUPERVISOR REF NR: FMS 01/2026 (1 POST)**
Division: Financial Management Services
Management Information and Strategic Planning:)
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (Level 7)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Supervise the strategic planning and performance reporting process for the Division. Facilitate the service delivery improvement plan. Facilitate performance assessments for SMS. Facilitate service complaints within the Division. Supervise information support of the Division. Supervision of human, financial and physical resources of the Sub-Section: MISP.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/142** : **ADMINISTRATION CLERK SUPERVISOR REF NO: ESIR 01/06/2026**
Interpol NCB Liaison Officers Desk
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Supervise, ensure, monitor and render effective and efficient HR, administrative and financial support and services to SAPS Liaison Officers (LO) posted abroad and members at Interpol NCB Pretoria, both internally and externally. Ensure, administer and monitor the compilation and effective implementation of all HR, Administrative and Financial tasks and duties concerning the LO's. Administer, ensure and certify fixed telephone/cell phone lines accounts and processing of claims. Supervise and monitor human, physical and financial resources allocated. Perform standby / Ad hoc duties when necessary.

- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
- POST 22/143** : **ADMINISTRATION CLERK SUPERVISOR REF NO: ESIR 02/06/2026**
Interpol NCB, SARPCCO/AFRIPOL/SADC Desk
- SALARY** : R338 106 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Supervise, ensure, monitor and render effective and efficient administrative support and services to African Regional Countries and Interpol NCB Pretoria, both internally and externally. Assist, administer and ensure administrative support to all SARPCCO/AFRIPOL/SADC Countries, including visits to and from these countries. Render administrative support with the organising, participating and during conferences and meetings. Supervise and monitor human, physical and financial resources allocated. Perform standby / Ad hoc duties when necessary.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
- POST 22/144** : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 5/2026**
Section: Data Centre Management and Hosting Services
Division: Technology Management Services
- SALARY** : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) in IT, Computer Science or Informatics. as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. 3-4 years' Previous experience in Data Centre environments, Server Virtualization, Network Management, Backup and Disaster Recovery testing experience is highly beneficial. Program Management experience. Certifications in ITIL, Microsoft Products, Oracle Technology, IBM Mainframe Exposure, IP networking, system administration, Disaster Recovery including backup & Restores, Replication & Archiving procedures, or cloud computing (e.g., AWS, Azure) are highly advantageous. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning,

		Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Server Administration. Oversee high availability, disaster recovery (DR), and business continuity (BC) planning for mission-critical systems. Govern Capacity Planning, performance management, and resource optimisation across hosting platforms. Oversee the evolution towards modern hosting environments (e.g., cloud, containerisation, software-defined infrastructure)
<u>ENQUIRIES</u>	:	Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964
<u>APPLICATIONS</u>	:	Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA
<u>POST 22/145</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 6/2026</u> Section: Converged Communications Division: Technology Management Services
<u>SALARY</u>	:	R338 106 per annum (Level 7)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Provide administrative support to ensure the effective and efficient delivery of Converged Communication Services. Assist with the consolidation and coordination of user requirements. Compile, maintain, and monitor the Demand Plan including associated equipment, to support Planning and resource allocation within the Converged Communication Services environment. Administer and monitor the integrity, accuracy, and completeness of assets as per in accordance with the organisational standards and systems data within Converged Communication Services Manage utilization of all resources allocated to the immediate post environment. Perform requisition and distribution of stock from provisioning stores. Receive equipment/stock and process allocation administration. Issue and exercise consumable equipment/stock control.
<u>ENQUIRIES</u>	:	Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964
<u>APPLICATIONS</u>	:	Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA
<u>POST 22/146</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 7/2026</u> Section: Supply Chain Management – Fleet Management Division: Technology Management Services
<u>SALARY</u>	:	R338 106 per annum (Level 7)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent Applicants must display competency in the core functions of the post. qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for

at least a light motor vehicle will serve as an added advantage. Tertiary qualification and developmental courses i.e. SCM learning programme Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administration of vehicle management in compliance to prescripts. Administer the procurement of vehicles from demand management till disposal management. Administration of registration, licencing, maintenance and deregistration of vehicle fleet management. Administration of SAPS 132(B) and SAPS 132(G), ensuring filling of documents is properly maintained. Conduct weekly inspection of vehicles, administer that VRC meetings are held monthly and returns are submitted timeously.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/147 : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 8/2026**
Section: Supply Chain Management – Demand Management
Division: Technology Management Services

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
: Head Office

: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Be proficient in at least two official languages, of which one must be English. Tertiary qualification and developmental courses i.e. SCM learning programme (NQF 5) may serve as an advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer the needs analysis and assessment of the Division and other costs Centers administer the demand planning and forecasting by compiling the demand plans , conduct market and industry research and identify risks. Linking the needs to the budget by budgeting and cost estimations Assisting with drafting of specifications in line with SCM policies Compile and updating of procurement plan sourcing of quotations. Administer stakeholder coordination by educating clients and manage projects expectations

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/148 : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 9/2026**
Section: Resources and Administration Systems Management
Division: Technology Management Services

SALARY CENTRE : R338 106 per annum (Level 7)
: Head Office

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Provide user system support and information requests for Cooperate Management system. Explore, analyse and recommend solutions according to the latest available technology trends. Perform and assist with first line user support for respective Divisions and Components in terms of IS/ICT. Conduct user training/workshop on enhanced functionality on Cooperate Management systems. Compile weekly, monthly and quarterly reports for the Sub-section. Assist in general administration in the subsection for all resources.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/149 : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 01/2026 (1 POST)**
Division Detective Services
Human Resource Management and Utilization

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To facilitate and coordinate all Human Resource Utilization functions within the Division. Facilitate and coordinate Human Resource Planning, Performance Management Systems within the Division, Diversity and Transformation Management prescripts, Labour Relations related functions within the Division and coordinate all administrative functions within the section.

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za

POST 22/150 : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 02/2026 (1 POST)**
Division Detective Services
Management Information and Strategic Planning.

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria

- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Coordinate feedback on the Performance Assessment for the National Commissioner, Divisional Commissioner, Provincial Commissioners and Deputy Provincial Commissioners: Crime Detection Administer recommendations and requests by the Portfolio Committee on Police (PCoP) and Budget Review and Recommendation Report (BRRR) Administer all Questions in Parliament and Media enquiries Administer Auditor General of South Africa and Internal Audit reports.
- ENQUIRIES** : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za
- POST 22/151** : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 03/2026 (1 POST)**
Division Detective Services
Management Information and Support: Component: FCS
- SALARY** : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Facilitate strategic planning documents for the Component. Facilitate Annual Report for the Component. Facilitate of Auditor General of South Africa (AGSA) Audit and Internal Audit functions. Facilitate the Performance Assessments for the Component Head and Section Heads. Facilitate the support to Parliamentary matters. Rendering generic administrative related functions of the Component.
- ENQUIRIES** : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za
- POST 22/152** : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 04/2026 (1 POST)**
Division Detective Services
Management Information and Support: Component: SVC
- SALARY** : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or

equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Co-ordination and execution of the SVC Investigation and co-ordination: Crime Information Analysis Compile and consolidate returns on the performance of the Provinces within SVC component Monitor and ensure data integrity of all mainframe systems at the Detective units on station level nationally Co-ordinate re-registration of other officers on Crime Administration System and Global Access Control System for the SVC Component, Interventions, Compile and consolidate responses to question in parliament

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at Tel No: (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za

POST 22/153 : **ADMINISTRATIVE CLERK SUPERVISOR (POST NUMBER: SM01/06/2026)**
Component: Strategic Management
Monitoring Reporting Systems

SALARY CENTRE : R338 106 per annum (Level 7)
: Pretoria

REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Develop, review and maintain Learning Material related to Organisational Performance Management Systems. Facilitate the process for request for services or system enhancement. Develop Business Request for Services upon request from stakeholders. Perform testing on request for services or system enhancements. Coordinate maintenance on the Organisational Performance Management Systems. Develop and maintain a database containing User Profile. Facilitate all administration related tasks in respect of Organisation Performance System Work Session. Prepare meeting agendas, attendance registers and minute-taking documentation. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Monitor incoming and outgoing correspondence and emails on managed systems. Implement a reminder system to track email requests for enquiries, services or enhancements. Provide coordination support for personnel-related administrative matters. Perform general administrative duties to support the effective functioning of the Subsection.

ENQUIRIES : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.

APPLICATIONS : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za

POST 22/154 : **ADMINISTRATIVE CLERK SUPERVISOR (POST NUMBER: SM02/06/2026)**
Component: Strategic Management
Organization Performance Monitoring

SALARY CENTRE : R338 106 per annum (Level 7)
: Pretoria

- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Core Functions: Maintain an efficient filing system by ensuring systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence. Perform general administrative duties to support the effective functioning of the Organisational Performance Monitoring Subsection. Coordinate the distribution of Annual Report copies to internal and external stakeholders. Develop and maintain a performance information-related database. Provide coordination support for personnel-related administrative matters.
- ENQUIRIES** : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.
- APPLICATIONS** : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za
- POST 22/155** : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 05/2026 (1 POST)**
Division Detective Services
Management Information and Support: Component: CIS
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (Level 7)
: Head Office: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Co-ordination and execution of the CIS Investigation and co-ordination: Crime Information Analysis Compile and consolidate returns on the performance of the Provinces within CIS component Monitor and ensure data integrity of all mainframe systems at the Detective units on station level nationally Co-ordinate re-registration of other officers on Crime Administration System and Global Access Control System for the CIS Component Interventions: Compile and consolidate responses to question in parliament.
- ENQUIRIES** : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.

- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za
- POST 22/156** : **ADMINISTRATION CLERK SUPERVISOR (x11 POSTS)**
Directorate for Priority Crime Investigation
- SALARY CENTRE** : R338 106 per annum (Level 7)
: Head Office
Component: Executive Support Services:
Section: Office of the Component Head Post Number & location: DPCI/HO/02/2026: Head Office
Component: Governance and Corporate Services:
Section: Office of the Component Head Post Number & location: DPCI/HO/03/2026: Head Office
Component: Executive Support Services:
Section: Executive Secretariat and Information Management: Post Number & location: DPCI/HO/04/2026: Head Office
Component: Forensic Accounting Investigation:
Section: Investigative Accounting Post Number & location: DPCI/HO/05/2026: Head Office
Component: Divisional Commissioner: National Priority Offences Operations:
Section: Tactical Operations: Post Number & location: DPCI/HO/06/2026: Head Office
Component: Serious Corruption Investigation:
Section: Serious Corruption Offences Post Number & location: DPCI/HO/07/2026: Head Office
Component: Serious Commercial Crime Investigation:
Section: Statutory and Common Law Offences Post Number & location: DPCI/HO/08/2026: Head Office
Component: Serious Commercial Crime Investigation:
Section: Government Fraud Post Number & location: DPCI/HO/09/2026: Head Office
Component: Serious Organised Crime Investigation:
Section: Crime Against the State Post Number & location: DPCI/HO/10/2026: Head Office
Component: Serious Organised Crime Investigation:
Section: Economic Protected Resources Post Number & location: DPCI/HO/11/2026: Head Office
Component: Priority Crime Specialised Investigation:
Section: Asset Forfeiture Investigation: Post number & location: DPCI/HO/12/2026: Head Office
- REQUIREMENTS** : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
- DUTIES** : Provide administrative functions and services in the relevant office; Ensure the maintenance of good organisational systems on management and document management movement is aligned with the registry and archives systems; Receive and consolidate applicable monthly returns and verify information against source documents; Maintain and updating of registries in the relevant office; Ensure that documents are recorded and distributed to the relevant offices and that record of receipt and distribution is recorded in the relevant registers and database; Maintain and update of the Brought Forward system; Maintain a database of all administration matters; Verifying files against applicable SAPS systems; Draft and type letters; Assist with compiling of presentations; Overseeing conformation to and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
- ENQUIRIES** : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110
- APPLICATIONS** : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

- POST 22/157** : **ADMINISTRATION CLERK SUPERVISOR REF NO: DPCI/HO/13/2026**
 Directorate for Priority Crime Investigation
 Component: Priority Crime Management Centre
 Section: Threat Analysis and Assessment: Multi-Dimensional Analysis
 Post Number & location:
- SALARY** : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
- DUTIES** : Receive and process all profiling requests from internal and external stakeholders; Maintain databases / spreadsheets for monthly, quarterly and annual reporting; Identify potential / emerging threats / trends and linkages; Maintain control measures within the office. Liaise with stakeholders; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
- ENQUIRIES** : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110
- APPLICATIONS** : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za
- POST 22/158** : **ADMINISTRATION CLERK SUPERVISOR REF NO: DPCI/HO/14/2026**
 Directorate for Priority Crime Investigation:
 Component: Priority Crime Management Centre
 Section: Threat Analysis and Assessment: Multi-Dimensional Analysis
 Post Number & location
- SALARY** : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
- DUTIES** : Co-ordinate, capture and process all received Section 205 applications; Receive requests for evidential communication analysis from the Components/ Provincial Heads/Units and other government departments; Apply knowledge to ensure the effective management, administration of all received applications of project driven investigations; Ensure the monitoring of approved project driven investigations on the Organised Crime Threat Analysis System (OCTMS) in terms of the Minimum Information Security Standards and Protection of Information Act; Provide Secretariat duties to the project governance structure (National Project Committee) during the evaluation of approved project driven investigations; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
- ENQUIRIES** : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110
- APPLICATIONS** : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):

- POST 22/159** : **ADMINISTRATION CLERK SUPERVISOR REF NO: DPCI/FS/18/2026**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services: Free State
Section: Management Information and Strategic Planning
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
: Bloemfontein
: Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may serve as an advantage.
- DUTIES** : Assist with the implementation and maintaining of national policies with regards to management information and strategic planning; Assist in maintaining management information database concerning resources, skill, human development and other work related information; Assist in facilitating the strategic management for the DPCI; The facilitation of the planning process within office of the Provincial Head; The compilation of monitoring/evaluation reports when requested; Implementation of national strategies; Preparation of presentations for internal and external utilization; Evaluate and consolidate of general management information; Coordinate of specific issues such as AGSA, Internal Audit processes etc; Preparation of responses to official enquiries such as questions in parliament that are being dealt with by a particular line functionary or issues that are transversal in nature; Consolidation of management information for specific purposes such as the briefing of Parliamentary Portfolio Committee; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
- ENQUIRIES** : can be directed to: Lieutenant Colonel Vethezo and Captain Mkumla Telephone number: 071 481 2510
- APPLICATIONS** : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): DPCI: FREE STATE: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, BLOEMFONTEIN Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za
- POST 22/160** : **ADMINISTRATION CLERK SUPERVISOR (REF NO: CR15/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Statistics and Research Section
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
: Western Cape
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be
- DUTIES** : Render effective quality assurance checks on the crime data of the stations within the province. Process and compile Crime Statistics reports for the province. Maintain an efficient filing system by ensuring systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records

management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence. Perform general administrative duties to support the effective functioning of the province. Develop and maintain a performance information-related database. Provide coordination support for personnel-related administrative matters.

ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/161 : **ADMINISTRATION CLERK SUPERVISOR (REF NO:CR16/06/2026) (1 POST)**

Component: Crime Registrar
Crime Registrar: Office of the Component Head

SALARY : R338 106 per annum (Level 7)

CENTRE : Head Office: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be

DUTIES : Draft letters and/or documents related to Crime Registrar products. E.g. Pre-Release Calendar. Quality check / proofread all incoming and outgoing correspondences prior to submission to the Component Head. Maintain an efficient filing system by ensuring the systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for traveling, meetings, preparation sessions and other related engagements for the Component Head. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence. Perform general administrative duties to support the effective functioning for the office of the Component Head. Develop and maintain a performance information-related database. Provide coordination support for personnel-related administrative matters.

ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/162 : **ADMINISTRATION CLERK SUPERVISOR (REF NO: CR17/06/2026) (1 POST)**

Component: Crime Registrar
Crime Registrar: Crime Statistics and Research

- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (Level 7)
: Head Office: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be
- DUTIES** : Collect, process and analyse crime statistics. Create and manage crime information databases for analysis purposes. Conduct quality checks on the statistical datasets and compile presentations and infographics. Assist the research team with sampling and templates. Assist the component in maintaining an efficient filing system /database by ensuring the systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Assist in the distribution of reporting templates, guidelines, reporting schedules and related documentation. Perform general administrative duties to support the effective functioning of the section.
- ENQUIRIES** : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
- APPLICATIONS** : Direct your application to the following addresses:
Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za
- POST 22/163** : **ADMINISTRATION CLERK SUPERVISOR REF NO: LS05/2026 (1X POST)**
Division: Legal Services: Legal Support: Policing and Detection
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
: Head Office/Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills And Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended
- DUTIES** : Ensure that administrative support functions are rendered in the Component; Ensure that accurate record keeping and database is maintained for efficient administration in the component; Maintain and coordinate efficient office administrations within the component; Maintain and update the inventory of the component; Perform support duties and coordinate the components office activities.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

- POST 22/164** : **ADMINISTRATION CLERK SUPERVISOR REF NO: LS06/2026 (3X POSTS)**
Division: Legal Services: Litigation: Civil Litigation
- SALARY** : R338 106.per annum (Level 7)
CENTRE : Head Office/Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Administer and register all new claims received and render administrative support; Retrieve and obtain computerized and system information as requested. Ensure compliance with the Civil Claims Litigation Assessment Tool.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
- POST 22/165** : **ADMINISTRATION CLERK SUPERVISOR: REF NO: RIM 02/06/2026 (X1 POST)**
Risk & Integrity Management: Office of the Chief Risk Officer
- SALARY** : R338 106.per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Ensure effective implementation of an administration system at the office of the Component Head: Risk and Integrity Management; Execute administrative tasks which support and assist the Component Head: Risk and Integrity Management; ensure data integrity for asset register with regard to moveable government property, transport, services and special projects. Assist in monitoring losses occurred during special projects. Ensure determination in respect of Diverse and Stationary items. Execute functions related to planning of life cycle of items in respect of Diverse and Stationery in Supply Chain Management (SCM) Process. Ensure office inventory and equipment for the Section. Handle fuel consumption returns for the Section's fleet. Handle Asset Register for SAPS. Manage inspection of member's equipment (SAPS 108). Register and record vehicle incidents, damages, losses and thefts. Report new incidents to Corporate Support Loss Management. Administer correspondence of incidents of information required of vehicles, accidents, damages and losses or thefts.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to

The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za

- POST 22/166** : **REGISTRY CLERK SUPERVISOR REF NO: DPCI/MP/28/2026**
Directorate for Priority Crime Investigation
Component: Serious organised Crime Investigation: Middelburg
Section: Serious organised Crime Investigation
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
: Mpumalanga Middelburg
: Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may serve as an advantage.
- DUTIES** : Administrate an effective filing system and record management services; Handling of incoming and outgoing post within the Unit; Administrate the processing and process documents for archiving and/disposal; Deal with Promotion of Access to Information; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
- ENQUIRIES** : can be directed to: Lieutenant Colonel Shongwe and Captain Maseko Telephone number: (013) 759 1366 / 1365 / 1377
- APPLICATIONS** : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, NELSPRUIT Email address: ShongweS@saps.gov.za
- POST 22/167** : **REGISTRY CLERK SUPERVISOR (REF NO: AUX/03/2026) (1 POST)**
SAPS Auxiliary Services: Records Management and Sundry Services
Component Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum
: Head Office
: Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4, or equivalent qualification (NQF Level 4 as recognized by SAQA). With at least four years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Strong interpersonal skills. Report writing. Presentation skills, problem solving, sound planning, organizing and administration skills, strong administration skills, strong analytical skills and facilitation skills. Be willing to work under pressure and extended hours.
- DUTIES** : To effectively coordinate and control Archives and Registry functions. Supervise and control over correspondence/files/records. Supervise and control over human, physical and financial resources. Supervise the opening and registering, receiving and dispatching of files. Supervise incoming and outgoing correspondence. Supervise the drawing of Brought Forward files. Supervise the filing of files and finalized post on files. Supervise telephone and other enquiries. Supervise the track/trace/search of files that are urgently needed. Supervise the weekly auditing of files, the replacing of worn/torn covers of existing files. Protect integrity and invade unauthorized access of files/records. Plan task and duties and delegate responsibilities. Control the completion and processing of leave applications (SAPS 26A). Ensure high level of discipline is maintained and adhered to SAPS Code of Conduct, Standing Order and Regulations.
- ENQUIRIES** : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453

- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za
- POST 22/168** : **ADMINISTRATION CLERK SUPERVISOR (REF NO: AUX/02/2026) (1 POST)**
SAPS Auxiliary Services
Component Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (Level 7)
: Head Office (POPIA)
: Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4, or equivalent qualification (NQF Level 4 as recognized by SAQA). With at least four years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Strong interpersonal skills. Report writing. Presentation skills, problem solving, sound planning, Organizing and administration skills, strong administration skills, strong analytical skills and Facilitation skills. Be willing to work under pressure and extended hours.
- DUTIES** : To give effect to the constitutional rights to privacy by protecting personal data from misuse, theft and unauthorised processing (POPIA). Coordinate the implementation of Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Render an administrative support function to the sub-section. Handling the investigations and complaints received from the Information Regulator and Public in regard to POPIA. Visit identified Provincial, Divisional, Component, Head Office and station DIO's and manage interventions one-on-one training and/or information/training session to solve identified problems. Assist in coordinating awareness campaigns. Register all POPIA DIO's on the Information Regulator Portal. Assist in the developing policies and circulars with relations to POPIA. Assist in conducting Personal Information Assessment. Coordinate and monitor performance plan for the members and conduct performance assessment on a quarterly basis and per semester. Coordinate Mainframe and Crime Administration System enquiry. Coordinate the administering of leave and Z8 Register of employees of the sub-section and the signing on and off of non-commissioned officials in the Z8. Ensure personnel conform to the general discipline and adherence to the Code of Conduct.
- ENQUIRIES APPLICATIONS** : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
: Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za
- POST 22/169** : **REGISTRY CLERK SUPERVISOR REF NO: IA27/06/2026 (1 POST)**
Component Internal Audit
- SALARY CENTRE REQUIREMENTS** : R338 106. per annum (Level 7)
: Pretoria: Head Office: Support Services: Internal Audit
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Maintain an efficient filing system by ensuring the systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and

supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence. Perform general administrative duties to support the effective functioning of the Organisational Performance Monitoring Subsection. Coordinate the distribution of Annual Report copies to internal and external stakeholders. Develop and maintain a performance information-related database. Provide coordination support for personnel-related administrative matters.

ENQUIRIES : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.

APPLICATIONS : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za

POST 22/170 : **REGISTRY CLERK SUPERVISOR REF NO: DPCI/HO/15/2026**
 Directorate for Priority Crime Investigation
 Component: Governance and Corporate Services
 Section: Financial & Administration Services: Auxiliary Services

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office

REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Ensure an effective filing system and record management services; Handling of incoming and outgoing post within DPCI; Ensure the processing of documents for archiving and/disposal; Deal with Promotion of Access to Information; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

POST 22/171 : **DATA TYPIST SUPERVISOR REF NO: DPCI/WC/35/2026**
 Directorate for Priority Crime Investigation: Provincial level
 Component: Serious Commercial Crime Investigation: Bellville
 Section: Serious Commercial Crime Investigation

SALARY : R338 106 per annum (Level 7)
CENTRE : Bellville

REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

- DUTIES** : Receive and consolidate monthly crime returns; Verify information against source documents and relevant CAS data in terms of Technical Indicator Description; Compile and calculate Serious Commercial Crime Performance indicator targets; Query discrepancies and obtain restatement reports from units and rectify submitted statistical data; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
- ENQUIRIES** : can be directed to: Captain Xhego and Warrant Officer Matlou Telephone number: (071) 481 3252 and (071) 481
- APPLICATIONS** : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, BELLVILLE Email address: Sibelekwanas@saps.gov.za
- POST 22/172** : **ACCOUNTING CLERK SUPERVISOR REF NO: LS07/2026 (1X POST)**
Division: Legal Services: Support Services: Financial Management Services
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
Head Office/Pretoria
- Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Supervise Financial Service activities within the Division; Administer and report all financial losses; Supervise and control all financial accounting and expenditure administration related matters; Ensure administrative of auxiliary services (messenger, access to information, telephone accounts etc); Supervise and control the human, physical and financial resources of the environment.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
- POST 22/173** : **PERSONAL ASSISTANT REF NO: DPCI/HO/01/2026**
Directorate for Priority Crime Investigation
Component: Office of the National Head: DPCI
Section: Office of the National Head: DPCI
Post Number & location
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 7)
Head Office
- Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
- DUTIES** : To perform secretarial support and coordinate office activities; Perform professional secretarial assignment to the Executive; Plan and organise meetings or workshops as directed; Ensure that documents are recorded and distributed to the relevant offices and that record of receipt and distribution is recorded in the

relevant registers and database; Maintain and update of the Brought Forward system; Maintain a database of all administration matters; Verifying files against applicable SAPS systems; Draft and type letters; Assist with compiling of presentations; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

POST 22/174 : **SECURITY GUARD SUPERVISOR POST NUMBER: TMS 22/2026 (X2 POSTS)**
Section: Auxiliary Services
Division: Technology Management Services

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. NQF level 5 qualification in Security (risk) Management, Policing, criminology or related field of study or higher will serve as an advantage. Registration with the Private Security Industry Regulatory Authority (PSIRA) with a minimum of at least Grade B security certificate. Minimum of 3 years' experience in security. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no previous criminal / departmental convictions or criminal / departmental cases pending. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Client service skills. Be able to operate security related technology and devices (handheld metal detectors, handheld radio communication, etc). Telephone etiquettes. Be able to take initiative steps to address issues of discipline. Be computer literate. Have an understanding and be able to apply rules, regulations and legislation relevant to the security environment. Be willing to work a 12-hour shift and extended hours as and when required. Sound knowledge and application of the Minimum Information Security Standards, Minimum Physical Security Standards, Control Public Premises and Vehicles Act, 53 of 1985. Be familiar with emergency evacuation procedures.

DUTIES : Ensure an effective and efficient security function within different Head Office buildings. Exercise control over security personnel and safeguarding of the premises. Ensure proper control of access at all ingress/egress points within the facility in compliance with relevant legislative framework. Ensure total compliance to all relevant registers in use within the security environment. Exercise control over patrol duties at Head Office buildings/premises. Administer and exercise control over the control room activities. Identify and exercise control over report security related breaches. Administer effective control over the security technology aids. Enforce discipline with the post specific environment. Ensure effective and efficient human, financial, physical and information resources.

ENQUIRIES : can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/175 : **ADMINISTRATION CLERK (PAIA) (REF NO: AUX/05/2026) (1 POST)**
SAPS Auxiliary Services: Administration Services
Component Auxiliary Services

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 5)
: Head Office
: Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Deal with request for access to records and assist with interventions in Internal Appeals lodged to the Minister in terms of Promotion of Access to Information Act, 2000 (Act 2 of 2000), (PAIA). Administer general administration by preparing training materials, organizing meetings with refreshments and drafting correspondences. Record accurate minutes and coordinate travel arrangements when requested.

ENQUIRIES APPLICATIONS : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
: Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/176 : **ADMINISTRATION CLERK (REF NO: AUX/06/2026) (1 POST)**
SAPS Auxiliary Services: Records Management and Sundry Services
Component Auxiliary Services

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 5)
: Head Office
: Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To administer the provisioning of sundry services, administer SCM, HRM and financial support for personnel. Type written documents according to instructions. Supervise and control the basic functions regarding the rendering of Cleaning Services for the Division: Financial Management Services and Component: Auxiliary Services. Update the South African Service Telephone Directory. Administer Z8 register, SAP26 and SAPS 26A, Occurrence Book. Collect invoices of telephone accounts and submit to miscellaneous Services. Administer all personnel files, circular for the Sub-Section. Type documents from manuscripts. Supervise and control over cleaners reporting to the Component. Conduct offices, bathrooms and passages inspections.

ENQUIRIES APPLICATIONS : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
: Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/177 : **REGISTRY CLERK (POST NUMBER: PPS04/2026) (1X POST)**
Finance and Administration Services
Component: Presidential Protection Service

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 5)
: Head Office: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate

- competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Core Functions: Provide quality clerical support at archives and registration office. Conduct effective and efficient archive and registration correspondence support. Ensure proper administration and management of personnel files / records. Uphold the confidentiality of all classified documents as per the MISS.
- ENQUIRIES** : Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modihla/ HRC Sibande 012 400 5147
- APPLICATIONS** : HQ: Pretoria: Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / Modihal@saps.gov.za
- POST 22/178** : **REGISTRY CLERK (REF NO: AUX/07/2026) (2 POSTS)**
SAPS Auxiliary Services: Records Management and Sundry Services
Component Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Head Office
: Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : To open, dispatch and/or file correspondence numerically on personal files and other records according to the established procedures to maintain the filing system. Conduct effective and efficient Archives and Registry correspondence support. Receive, withdraw and dispatch files. Handle/deal with incoming and outgoing correspondence. Drawing and dispatching of Brought Forwards. Numerical filing of files and finalised post. Deliver a professional service to the stakeholders. Attend and deal with other related enquiries. Tracking/tracing/seeking of files. Auditing of files. Protect integrity and invade unauthorised access of files/records.
- ENQUIRIES APPLICATIONS** : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
: Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za
- POST 22/179** : **SECURITY GUARD SUPERVISOR (REF NO: AUX/08/2026) (2 POSTS)**
SAPS Auxiliary Services: Security Services
Component Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R237 453. per annum (Level 5)
: Head Office
: Minimum requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV level 4 certificate recorded on the National Learner Record Database on (NQF level 4 as recognized by SAQA). NQF level 5 qualification in Security (Risk) Management, Policing, Criminology or related field of study or higher will serve as an advantage. Minimum of three (3) years' experience in the field of the post. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade B Security Certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

- DUTIES** : Ensure an effective and efficient security function at the different Head Office buildings. Exercise control over security personnel and safeguarding of premises. Ensure proper control of access at all ingress/egress points within the facility in compliance with the Control Public Premises and Vehicles Act, 53 of 1985 and relevant legislative framework. Ensure total compliance to all relevant registers in use within the security environment. Exercise control over patrol duties at Head Office buildings/premises. administer and exercise control over the control room activities. Identify and exercise control over report security related breaches. Administer effective control over the security technology aids. Enforce discipline within the post specific environment. Ensure effective and efficient human, financial, physical and information resources.
- ENQUIRIES** : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za
- POST 22/180** : **ADMINISTRATION CLERK REF NO: ESIR 03/06/2026 (X1 POST)**
Interpol NCB, Generic Support Desk
- SALARY** : R237 453. per annum (Level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Ensure, administer and render effective and efficient financial and administrative support and services to Interpol NCB Pretoria, both internally and externally. Administer, compile and ensure financial and administrative support and recordkeeping of the budget and procurement processes concerning logistical and financial matters at Interpol NCB Pretoria. Administer, ensure and maintain effective and efficient stock taking process and updating of records and registers. Administer, compile and assist with claims for journeys abroad, verification and facilitation thereof. Attend meetings and perform standby / Ad hoc duties when necessary.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
- POST 22/181** : **ADMINISTRATION CLERK REF NO: ESIR 04/06/2026 (X1 POST)**
Interpol NCB. Operational Crime Desk: MLA/Extradition
- SALARY** : R237 453.per annum (Level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound

- DUTIES** : Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours. Ensure, administer and render effective and efficient administrative support and services to Interpol NCB Pretoria, both internally and externally. Compile, ensure, administer and maintain administrative support including reports, letters, info notes and other documents and systems. Make copies and ensure the protection of integrity and unauthorised access to files of all cases. Assist and render support at meetings with national or international role players when necessary. Perform standby / Ad hoc duties when necessary.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
- POST 22/182** : **SUPPLY CHAIN CLERK (REF NO: AUX/09/2026) (1 POST)**
SAPS Auxiliary Services: Support Services (SCM)
Component Auxiliary Services
- SALARY CENTRE REQUIREMENT** : R237 453.per annum (Level 5)
: Head Office
: Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : To effectively and efficiently render logistical support to the Component. Administer PAS in terms of completion and filing of documents. Keep, control and administer payments of suppliers. Perform procurement related tasks. Perform requisition and acquisition of stock/service orders from provisioning stores. Receive equipment/stock/service and process invoice administration. Maintain supplier and procurement database. Date, record and submit original invoices to payment section. Compile demand plan.
- ENQUIRIES APPLICATIONS** : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
: Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za
- POST 22/183** : **SUPPLY CHAIN CLERK (REF NO: VP E10/2026)**
Support Services: Supply Chain Management: Fleet Management
Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (Level 5)
: Midcity Building, 540 Pretorius Street, Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : To render an effective Supply Chain Management in terms of Fleet Management. Ensure optimal availability of the fleet. Administer the disposal regarding Board of Surveys. Render a supportive service in maintaining the vehicle fleet. Management of fuel card administration. Ensure system integrity at all times of all the vehicles on all systems in the logistical environment. Attend vehicle risk committee meetings.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/184** : **SUPPLY CHAIN CLERK (POST NUMBER: PPS 05/2026) (1X POST)**
Component: Presidential Protection Service
Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: KwaZulu-Natal: Durban
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Core Functions: Administration of all Fleet Management duties for the province. Administration of all Procurement Management duties for the province. Administration of all Facility Management duties for the province. Administration of all Moveable Government Property duties for the province. Uphold the confidentiality of all classified documents as per the MISS.
- ENQUIRIES** : Lieutenant Colonel Mkhize / Lieutenant Colonel Malinga/ AC Msani / AC Zondo / Secretary Sithole on 031 203 7328
- APPLICATIONS** : Kwazulu-Natal (Durban): Applications can be posted / hand delivered to the following address: 446 Vusi Mzimela Road Cato Manor 4058 and e-mailed to: MkhizeSiyabonga@saps.gov.za / MalingaZ@saps.gov.za / MsaniLL@saps.gov.za / ZondoN1@saps.gov.za / SitholeNL2@saps.gov.za
- POST 22/185** : **SUPPLY CHAIN CLERK (POST NUMBER: PPS 06/2026) (1X POST)**
Component: Presidential Protection Service
Supply Chain Management: Tactical Logistics
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Western Cape: Cape Town
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Core Functions: Administration of bookings and payments of international accommodation and transport services. Administration of the provision of suppliers and operational equipment including the maintenance thereof. Ensure operational convoy vehicles operate safely, and all registers are completed according to standing orders. Administration of all Tactical Logistic functions for the province. Uphold the confidentiality of all classified documents as per the MISS.
- ENQUIRIES** : Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester on Tel No: 021 467 6485/6499
- APPLICATIONS** : Western Cape (Cape Town): Applications must be posted / hand delivered to the following address: 121 Garmour House Plein Street Cape Town 8001 and e-mailed to: KamanaEN@saps.gov.za / TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za
- POST 22/186** : **SUPPLY CHAIN CLERK (REF NO: VP E28/2026)**
Veterinary Services: Support Services
Division Visible Policing
- SALARY CENTRE** : R237 453 per annum
: Roodeplaat: Pretoria

- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer procurement related matters. Render a supportive service in maintaining the vehicle fleet. Render the administration of loss management. Render administration of SANDF accounts. Maintain Government Property account.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/187** : **SUPPLY CHAIN CLERK (REF NO: VP E11/2026)**
Support Services: Supply Chain Management: Moveable Government Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Property: Midcity Building, 540 Pretorius Street, Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer the proper control management and maintenance of Moveable Government Property. Administer the efficient and effective asset inspection and certification. Administer the disposal of assets. Administration of official orders. Control of store stock.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/188** : **SUPPLY CHAIN CLERK REF NO: ESIR 05/06/2026 (X1 POST)**
Section Head Corporate Support, Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Administer procurement and logistical support within the subsection Supply Chain Management. Administer the payment process. Issuing of order forms. Capturing of order forms

- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
- POST 22/189** : **FINANCIAL CLERK REF NR: FMS 11/2026 (1 POST)**
Division: Financial Management Services
Internal Control
- SALARY** : R237 453 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Participate in the development and review of internal control framework/policy. Participate in the establishment and review of Internal Control systems, policies and procedures. Consolidation, analysis and monitoring of implementation of agreed action plans on findings raised by other assurance providers. Analysis of assurance provider's reports and compile reports for oversight bodies (Combined Assurance Working Committee, Combined Assurance Forum, Risk Management Committee, Audit Committee). Analyses of assurance provider's reports to identify weakness/gaps and compile internal control reports. Participate in the development of materials for financial management awareness.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/190** : **FINANCIAL CLERK REF NR: FMS 14/2026 (2 POSTS)**
Division: Financial Management Services
Expenditure Management
- SALARY** : R237 453 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer all claims by receiving, registering and checking all claims. Calculate and process all claims. Capturing and record keeping of claims. Assist with the registering and archiving of all claims. Conform to and apply the standards for information security, as prescribed by the Minimum Information Security Standards and other legislation relating to the protection of information.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/191** : **FINANCIAL CLERK REF NR: FMS 15/2026 (2 POSTS)**
Division: Financial Management Services
Financial Accounting

SALARY CENTRE REQUIREMENTS : R237 453. per annum (Level 5)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Serve as a cashier, investigate and allocate rejections to the responsible sections, process requests for refunds, upload daily bank reconciliation on the financial system. Assist the National Nodal point to obtain the required information for the Auditor General according to the timelines, administer the request for information and communication of audit findings registers, minutes compilation for the audit steering committee, process Auditor General South Africa invoices.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/192 : **FINANCIAL CLERK REF NR: FMS 18/2026 (3 POSTS)**
Financial Auxiliary Management
Division: Financial Management Services

SALARY CENTRE REQUIREMENTS : R237 453.per annum (Level 5)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Assist with the final benefits payable by the department to beneficiaries of deceased employees and recover debt from pension benefits. Assist with the clearing of ledger accounts. Administering, resignation and dismissals, freeze, reversal and recall of salaries of ex-employees in accordance with the PFMA, Treasury Regulations, Loss Management and internal Directives.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/193 : **FINANCIAL CLERK REF NR: FMS 19/2026 (2 POSTS)**
Division: Financial Management Services
Medical Payments

SALARY CENTRE REQUIREMENTS : R237 453.per annum (Level 5)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

- DUTIES** : Capture SAPS 70's and IOD invoices on the Polfin System. Record incorrect SAPS 70's and invoices in a register. Administer the registration of medical service providers and/or registration of banking details. Make follow-up enquiries on incorrect transactions. Deal with all enquiries received from service providers.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/194** : **FINANCIAL CLERK (REF NO: VP E12/2026)(2 POSTS)**
Support Services: Financial and Administration Services
Division Visible Policing
- SALARY** : R237 453. per annum (Level 5)
CENTRE : Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer and completion of domestic itineraries. Create POLFIN financial authorities. Administer accommodation and flights (domestic and foreign) bookings. Administer cell phone accounts. Administer and handle financial applications.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/195** : **FINANCIAL CLERK (REF NO: VP E30/2026)**
Rapid Rail Police: Support Services
Division Visible Policing
- SALARY** : R237 453.per annum
CENTRE : Gauteng North: Silverton
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Maintain the revenue fund. Administer advances and claims. Maintain telephone accounts. Administration of Human Resource related matters. Comply with service standards.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/196** : **FINANCIAL CLERK REF NO: DET 14/2026 (1 POST)**
Division Detective Services
- SALARY** : R237 453 per annum (Level 5)
CENTRE : Head Office: Pretoria: Financial Management and Administration Services
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or

- equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours
- DUTIES** : Render an effective and efficient financial and administration support to the Division: Detective Services. Administer, receive, register and process all various claims (S & T, SMS/MMS and Overtime). Render the functions of a cashier and manage the flow and safeguarding of records. Administer the process of financial accounting and expenditure for the Division.
- ENQUIRIES** : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za
- POST 22/197** : **FINANCIAL ADMINISTRATION CLERK (REF NO: CR12/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Support Services Section
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Head Office: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Provide high quality administrative support pertaining to Finance and Administration within the Component Crime Registrar. Conduct need analysis in various internal units and compile concept budget for the Component in accordance with identified needs. Deal with enquiries and advise Crime Registrar Provincial Head and Section Heads under the same pay point on their allocated budget and financial expenditure. Verify granting of financial authority for expenditure incurred. Check and ensure claim forms are completed accurately before submission to accounting office or financial authority on Polfin. Manage overtime remuneration and allowances. Check/monitor telephone accounts and payment thereof.
- ENQUIRIES** : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
- APPLICATIONS** : Direct your application to the following addresses:
Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za
- POST 22/198** : **FINANCIAL CLERK REF NR: FMS 20/2026 (5 POSTS)**
Division: Financial Management Services
Salary Management And Maintenance
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

- DUTIES** : Administering and capturing of Overtime application claims, public holidays, nightshift and processing of allowances. Processing and adjustment of salary, awards and overall clerical duties.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/199** : **FINANCIAL CLERK REF NO: ESIR 06/06/2026 (X1 POST)**
Section Head Corporate Support, Finance
- SALARY** : R237 453. per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Administer all financial claims, payments, and advances. Administer payroll. Administer budget and enquiries relating to salaries, deductions and allowances. Administer incoming and outgoing correspondences. Administer IRP5 related queries. Exercise control over utilization of all resources allocated to the section. Control and monitor all telephone accounts, payments, registration on telephone system and issuing of pin codes. Ensure compliance with the Public Financial Management Act (PFMA), Treasury Regulations, Acts & Policies.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
- POST 22/200** : **HUMAN RESOURCE CLERK (POST NUMBER: PPS 07/2026) (1X POST)**
HRM: Life Cycle Management
Component: Presidential Protection Service
- SALARY** : R237 453 per annum (Level 5)
CENTRE : HQ: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Core Functions: Administrate all Life Cycle Management functions. Administrate all types of absenteeism. Administer and monitor all injuries (off and on duty). Administer all types of Service Terminations. Uphold the confidentiality of all classified documents as per the MISS.
- ENQUIRIES** : Lieutenant Colonel Kganyago 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha /HRC Sibande 012 400 5147

- APPLICATIONS** : HQ: Pretoria: Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / Sibandek@saps.gov.za / Modihal@saps.gov.za
- POST 22/201** : **HUMAN RESOURCE CLERK REF NO: DET 15/2026 (1 POST)**
Division Detective Services
Human Resource Management: Sub-Section-Human
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Head Office: Pretoria: Resource Development
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours
- DUTIES** : Administer the TPP of the Division. Administer and update arranged courses related to Detective Service. Respond to AD-Hoc Training Intervention and Wellness Awareness. Coordinate bursaries in terms of the divisional instruction. Coordinate and administer Internship process within the Division. Supervise all administration process within the Division. Render a professional administrative service to the office of the Support Head.
- ENQUIRIES** : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Wachuis Building. Email: Detectiverecruitment@saps.gov.za
- POST 22/202** : **HUMAN RESOURCE CLERK REF NO: LS13/2026 (1X POST)**
Division: Legal Services: Support Services: Human Resource Management and Development
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Head Office/Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Render all administrative duties regarding aspects of Human Resource Management and Development matters within the Division; Administer leave and audit leave files for personnel within the Division; Administer Injury on Duty; Inspection of Z8 and SAPS 26 register books; Administer and maintain Performance Management Process and Job Description for SMS, MMS and all levels of employees within the Division.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
- POST 22/203** : **HUMAN RESOURCE CLERK (POST NUMBER: SM03/06/2026) (1X POST)**
Component: Strategic Management:
Management Information and Support
- SALARY CENTRE** : R237 453 per annum (Level 5)
: Pretoria

- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Core Functions: Administer and manage employee leave, transfers, promotions, service terminations, discharges, retirements, and pension-related matters. Process and coordinate applications relating to medical, disability, stress, depression, alcohol, and death boards in accordance with organizational policies and procedures. Maintain, update, and manage personnel records and databases, including the capturing, verification, and submission of employee information on relevant HR systems. Compile, maintain, and submit HR statistics, personnel reports, employment equity reports, performance management reports, and other required administrative reports. Administer and monitor employee performance management processes, including Performance Enhancement Process (PEP) compliance, progress reporting, and performance-related documentation. Process and administer employee incentives, rewards, pay progression, and salary-related enquiries. Register, coordinate, process, and finalize employee grievance and disciplinary matters in accordance with applicable policies and procedures. Ensure effective personnel administration, record management, regulatory compliance, and the implementation of human resource policies and practices.
- ENQUIRIES** : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.
- APPLICATIONS** : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za
- POST 22/204** : **HUMAN RESOURCE CLERK CS 04/06/2026 (X4 POSTS)**
Section Corporate Support: Human Resource Management
- SALARY** : R237 453 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS PowerPoint, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Perform all leave administration matters, all recruitment matters, post promotions, EHW related matters, transfers, discipline, service terminations, acting allowances, updating SAPS 96, rank translation, all training related matters. Compile monthly and quarterly returns.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za
- POST 22/205** : **HUMAN RESOURCE CLERK (REF NO: VP E9/2026)**
Support Services: Personnel Management
Division Visible Policing
- SALARY** : R237 453.per annum (Level 5)

- CENTRE REQUIREMENTS** : Midcity Building, 540 Pretorius Street, Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer the applications for transfers and service arrangements; Administer long-term acting allowances; Administer occupational translations; Administration of Data Integrity and update personnel placement and records; Administration of external and internal appointments, post promotions and grade progression. Administration of Recognition of Improved Qualifications.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/206** : **MOUNTED ASSISTANT (REF NO: VP E29/2026)**
Veterinary Services
Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (Level 5)
: Potchefstroom
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Ensure the basic primary health care of mares and foals. Conduct pre-training and socializing of foals. Breeding of horses.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/207** : **HUMAN RESOURCES CLERK REF NR: FMS 12/2026 (2 POSTS)**
Division: Financial Management Services
Support Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer functions related to Personnel Management, Human Resource Utilization and Human Resource Development.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/208** : **ADMINISTRATION CLERK REF NR: FMS 16/2026 (2 POSTS)**
Division: Financial Management Services
Loss Management
- SALARY** : R237 453. per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Facilitate training and administer helpdesk for the Loss Control System users. Administer and evaluate correctness of data on the Loss Control System. Conduct evaluation visits nationally to monitor data captured on the Loss Control System. Administer and render support to all Legal Services personnel regarding civil claims payments. Capture new requests to register supplier codes on the POLFIN system. Capture new requests to register ACB details on the POLFIN system.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/209** : **ADMINISTRATION CLERK POST NUMBER: TMS 15/2026**
Section: Crime Systems Management: Flash Systems
Division: Technology Management Services
- SALARY** : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : To render general Administrative Support within the Sub-section: FLASH system (Division: TMS) Administration of Supply Chain Management: Inspection and updating of room inventories, monthly vehicle inspection report (SAP 132(b)) etc. Administration of Finance: Claims applications, telephone accounts, payroll, processed invoices, etc and HRM matters. Record keeping (filing of all project records) and serving as secretary of the sub-section meetings Submission and follow-up of files for sign-off until finalisation. Provide administrative support to all projects of the Sub-section FLASH, in terms of Systems Development, System Implementation, System Maintenance & Support. Keep a brought forward tracker of actions of the FLASH environment (all routine tasks/reports) Assist with support of users of the Firearm Systems and other relevant tasks as need arise
- ENQUIRIES** : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadameng at Tel: 012 432 7709/ 8884/ 7964
- APPLICATIONS** : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadameng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/210 : **ADMINISTRATION CLERK POST NUMBER: TMS 16/2026**
Section: Crime Systems Management: DPCI Systems
Division: Technology Management Services

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 5)
: Head Office
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours

DUTIES : To provide assistance with systems support. Render onsite and online receptionist services, Proper maintenance of equipment, and coordinate the travel and meeting bookings and telephonic calls. Maintain the relevant files of the sub-section. Receive and re-reroute incoming mail and packages. Follow up all the files for the Sub-Section. Provide support during meetings and workshops involving the relevant office. Maintain the cleanliness and order of the reception area.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/211 : **ADMINISTRATION CLERK POST NUMBER: TMS 17/2026**
Section: Corporate Management Systems
Division: Technology Management Services

SALARY CENTRE REQUIREMENTS : R237 453. per annum (Level 5)
: Head Office
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Provide user system support and information requests for Cooperate Management System. Assist and provide the first line support to Cooperate Management Clients/ users. Perform the subsection general administration for the office Assist with the coordination of meetings and training sessions for Cooperate Management Systems

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/212 : **ADMINISTRATION CLERK POST NUMBER: TMS 18/2026**
Section: Management Information and Strategic Planning
Division: Technology Management Services

SALARY CENTRE REQUIREMENTS : R237 453. per annum (Level 5)
: Head Office
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished Be in possession of

Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Ability to handle confidential information with integrity and attention to detail, and work under pressure and meet deadlines. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer general administrative duties, brought forward system, incoming and outgoing correspondence within the MISP office. Support management information services by collecting, consolidating, and ensuring data integrity. Assist in organising strategic and review sessions, including coordination and logistics. Draft and compile minutes of meetings and sessions.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/213 : **ADMINISTRATION CLERK POST NUMBER: TMS 19/2026**
Section: Technology Centre of Excellence
Division: Technology Management Services

SALARY CENTRE : R237 453. per annum (Level 5)
: Head Office

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. *Be willing to work under pressure and extended hours.

DUTIES : Assists the coordinating of technical skills development requirements for Division: Technology Management Services Assist the facilitation of technology awareness i.e. Division: TMS Career Expo and branding Assist in maintaining SAPS: TMS web Page Assist in the administering of operational resources related to the Section: TCoE Assist the maintenance of leave records, registers and files within Section: TCoE.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/214 : **ADMINISTRATION CLERK POST NUMBER: TMS 20/2026**
Section: IS/ICT Policy Management
Division: Technology Management Services

SALARY CENTRE : R237 453. per annum (Level 5)
: Head Office

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong

- interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours
- DUTIES** : Maintain and update policy register (log all approved IS/ICT policies, NI, SPOs, circulars. Track version numbers, review dates, and owners) File management – Facilitate files for approval and archiving. Keep master copies and signed approvals for audit Log and track acknowledgements on the sub-section register Update daily activities on SharePoint and Teams dashboards Order stationery from the SCM store.
- ENQUIRIES** : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadameng at Tel: 012 432 7709/ 8884/ 7964
- APPLICATIONS** : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadameng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA
- POST 22/215** : **ADMINISTRATION CLERK POST NUMBER: TMS 21/2026**
Section: IS/ICT Call Centre Management
Division: Technology Management Services
- SALARY CENTRE REQUIREMENTS** : R237 453. per annum (Level 5)
: Head Office
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Three (3) year National Diploma (NQF6) Information Technology/ Information Systems/Computer Systems and relevant courses in the field of the post will serve as an added advantage. A valid code 8 driver's license will be an added advantage. One (1) years' functional experience in the ICT field/ environment/ technical support environment with understanding of network connectivity technologies. Knowledge of End-user support procedures, Operating systems, Active Directory, ICT Service Management Process, Batho Pele Principles, MISS Policy (DPSA) Skills: Communication, Computer literacy, Time Management, Analytical thinking, Good interpersonal relation, Listening, Innovative, Client focused/centric, Sense of responsibility, Organisational goal driven, attention to detail. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Perform general clerical duties including data capturing, document management, correspondence handling, and maintaining records within the National Operations Centre. Provide first-line administrative support by logging incidents, tracking requests, and ensuring timely communication between units and stakeholders. Assist with user account administration, including password resets and access support for SAPS internal systems in line with security protocols. Ensure compliance with confidentiality, data protection policies, and standard operating procedures while delivering efficient administrative support.
- ENQUIRIES** : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadameng at Tel: 012 432 7709/ 8884/ 7964
- APPLICATIONS** : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadameng at Tel: 012 432 7709/ 8884/ 7964 and email applications to: Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA
- POST 22/216** : **ADMINISTRATION CLERK (REF NO: VP E13/2026)**
Social Crime Prevention: Victim Empowerment and Persons with Special Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 5)
: Needs: Midcity Building, 540 Pretorius Street, Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office,

- MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Keep a record of monthly and quarterly reports submitted by the provinces. Maintain an accurate filing system. Compile itineraries and advance forms. Arrange travel bookings and accommodation. Manage the calendar, take minutes of meetings within the sub-section. Maintain quality control of correspondence between the Section Head and Section Commander. Compile progress reports in terms of the SAPS Policies. Logistical arrangements of meetings. Administration of telephonic accounts for the sub-section. Analyse and consolidate victim friendly information. Maintain a database of stations with and without victim friendly rooms. Administration of Human Resource Management related matters.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/217** : **ADMINISTRATION CLERK (REF NO: VP E19/2026) (2 POSTS)**
Flash: Data integrity and Quality Control
Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (Level 5)
: Suncadia Building, Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Receive, register and process firearm applications on EFRS. Verify and quality check application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an effective and efficient filing system.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/218** : **ADMINISTRATION CLERK (REF NO: VP E20/2026) (2 POSTS)**
Flash: Firearm Compliance and Enforcement
Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (Level 5)
: Suncadia Building, Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Perform administrative duties and render support to the Section Commander: Monitoring and Evaluation. Coordinate official journeys, visits and itineraries within the section. Capture and maintain accurate records on the system. Verify firearm details and prepare documentation for reports. Compile routine performance statistics.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/219** : **ADMINISTRATION CLERK (REF NO:VP E21/2026) (2 POSTS)**
Flash: Central Firearm Register: Individual Licencing.
Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (Level 5)
: Veritas Building, Pretoria Central
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Receive, register, and process individual firearm applications on EFRS. Verify application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an efficient and accessible filing system.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/220** : **ADMINISTRATION CLERK (REF NO: VP E22/2026) (2 POSTS)**
Flash: Central Firearm Register: Competencies
Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453. per annum (Level 5)
: Veritas Building, Pretoria Central
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Receive, register, and process individual firearm applications on EFRS. Verify application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an efficient and accessible filing system.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/221** : **ADMINISTRATION CLERK (REF NO: VP E23/2026) (2 POSTS)**
Flash: Central Firearms Register: Business Licencing
Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (Level 5)
: Veritas Building, Pretoria Central
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently,

- Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Receive, register, and process individual firearm applications on EFRS. Verify application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an efficient and accessible filing system.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/222** : **ADMINISTRATION CLERK (REF NO: VP E24/2026) (2 POSTS)**
FLASH: Central Firearms Register: Arms Control Permits and Authorisations Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (Level 5)
: Veritas Building, Pretoria Central
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Receive, register, and process firearm temporary authorisation applications on EFRS. Verify application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an efficient and accessible filing system.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/223** : **ADMINISTRATION CLERK (REF NO: VP E25/2026)**
FLASH: Liquor and Second-Hand Goods Service: Liquor Regulatory Services Division Visible Policing
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum
: Suncadia Building, Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : The performing of administrative support functions related to the section: liquor and second-hand goods services. The rendering of office administration functions to the section: liquor and second-hand goods services: liquor regulatory services. The performing of document and correspondence management within the sub-section liquor regulatory services. Assisting with the administration of performance information, compiling and submitting of reports and maintenance of identified liquor related matters.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/224** : **ADMINISTRATION CLERK (REF NO: VP E26/2026)**

FLASH: Liquor and Second-Hand Goods Service: Second Hand Good
Compliance and Enforcement Services
Division Visible Policing

SALARY CENTRE REQUIREMENTS : R237 453.per annum (Level 5)
: Suncadia Building, Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : The performing of administrative support functions related to the section: liquor and second-hand goods services. The rendering of office administration functions to the section: liquor and second-hand goods services: compliance and enforcement. The performing of document and correspondence management within the subsection second-hand goods compliance and enforcement services. The assisting with the administration of performance information, compiling and submitting of reports and maintenance of identified second-hand goods related matters.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/225 : **ADMINISTRATION CLERK (REF NO: VP E27/2026)**
FLASH: Support Services
Division Visible Policing

SALARY CENTRE REQUIREMENTS : R237 453.per annum
: Suncadia Building, Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render administration duties, which include general administration as well as specific administration duties.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/226 : **ADMINISTRATION CLERK (REF NO: VP E31/2026)**
Crime Prevention Services: Police Safety
Division Visible Policing

SALARY CENTRE REQUIREMENTS : R237 453.per annum
: Midcity Building, 540 Pretorius Street Arcadia
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-

- solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Process documents for the sub-section Police Safety. Assist with arrangements for meetings and work sessions. Manage the filing and brought forward system. Coordinate all administrative functions.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/227** : **ADMINISTRATION CLERK REF NO: LS10/2026 (1X POST)**
Division: Legal Services: Divisional Commissioner's Office
- SALARY** : R237 453 per annum (Level 5)
CENTRE : Head Office/Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Perform administrative duties for the Office of the Divisional Commissioner: Legal Services; Type, draft and edit documents received; Administer travel and accommodation arrangements, itineraries, standing advances and financial claims; Oversee and maintain correspondence and filing systems within the office environment; Coordinate and manage logistical matters within the office; Provide financial administrative support.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
- POST 22/228** : **ADMINISTRATION CLERK REF NO: LS11/2026 (1X POST)**
Division: Legal Services: Litigation: Arbitrations (Nodal Point)
- SALARY** : R237 453.per annum (Level 5)
CENTRE : Head Office/Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. *Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Attend to enquiries relating to disputes and maintain electronic database of referrals; Administer Private Arbitrations of Student Constables; Administer and ensure the payment of cost order rulings emanating from Arbitrations.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
- POST 22/229** : **ADMINISTRATION CLERK REF NO: LS12/2026 (1X POST)**
Division: Legal Services: Civil Litigation (Nodal Point):
- SALARY** : R237 453.per annum (Level 5)

- CENTRE REQUIREMENTS** : Head Office/Pretoria
 : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administer and register new claims; Administer all new requests to register civilian numbers on Polfin system; Record keeping of all files received and dispatched, all court documents received; Acknowledge and dispatch files on the Registry and Archive system Attend to enquiries from provinces and external role players.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
- POST 22/230** : **ADMINISTRATION CLERK REF NO: RIM 03/06/2029 (X1 POST)**
 Risk & Integrity Management: Office of the Chief Risk Officer
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
 : Pretoria
 : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. *An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Coordinate the CRO's calendar, scheduling appointments, executive meetings, and prioritizing urgent engagements. Prepare meeting agendas, gather necessary documentation, and take accurate minutes during executive meetings. Book boardrooms, manage catering, and organize necessary audiovisual equipment. Type, format, and proofread confidential memos, presentations, and reports for the CRO. Receive, screen, and route incoming/outgoing emails, calls, and physical mail. Maintain secure physical and digital filing systems for sensitive records. Obtain quotations, prepare procurement forms, and order office supplies and IT equipment for the department. Check and process subsistence and travel (S&T) claims, handle petty cash, and track office budgets. Book flights, accommodation, and ground transportation for the CRO and departmental staff. Compile detailed travel itineraries and prepare necessary travel documents.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za
- POST 22/231** : **ADMINISTRATION CLERK: REF NO: RIM 04/06/2029 (X1 POST)**
 Risk & Integrity Management: Management Information & Support:
- SALARY CENTRE REQUIREMENTS** : R23 453.per annum (Level 5)
 : Pretoria
 : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of

South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Assist in administering the facilitation of Quarterly Review Sessions. Assist in gathering, evaluation and provide senior management with the analysed information. Assist with the maintenance of information per province and section. Assist in gathering and consolidation of performance information per component. Assist in monitoring the performance in terms of predetermined targets in the Annual Performance Plan per component. Receive quarterly presentation for Management Meetings. Assist with the preparation of presentation for quarterly and annual reports. Assist with the compilation of the monitoring and evaluation reports on the Component performance. Ensure provincial performance information audit for quality control. Assist in managing the resources assigned to Management Information and Strategic Planning.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za

POST 22/232 : **ADMINISTRATION CLERK (POST NUMBER: SM04/06/2026) (1X POST)**
Component: Strategic Management:
Management Information and Support

SALARY : R237 453 per annum (Level 5)
CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Administer and process procurement requisitions, including the recording, capturing, monitoring, and tracking of procurement applications in accordance with Supply Chain Management procedures. Coordinate the acquisition, receipt, inspection, distribution, and control of equipment and stock, ensuring compliance with organisational policies and inventory management requirements. Maintain adequate stock levels through needs assessments, stock monitoring, inventory control, and the accurate allocation of equipment and consumables to end users. Process and monitor invoices, supplier payments, and procurement-related enquiries, ensuring timely and accurate financial administration. Maintain and update procurement systems, supplier databases, procurement records, contract information, inventory registers, and asset management records. Compile, maintain, and submit procurement, inventory, supplier, and asset-related reports and documentation. Ensure effective record management, accountability of assets and stock, and compliance with procurement and supply chain management policies and procedures.

ENQUIRIES : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.

APPLICATIONS : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za

- POST 22/233** : **ADMINISTRATION CLERK**
Component Internal Audit
- SALARY CENTRE** : R237 453. per annum (Level 5)
Western Cape: Internal Audit: Ref No: IA28/06/2026 (1 Post)
Free State: Internal Audit: Ref No: IA29/06/2026 (1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Type reports, letters, memorandums and monitor flow of documents to the office of the Provincial head; Keep records of collected documents for the office of Provincial Head; Scrutinize and capturing of all incoming and outgoing posts: Complete and submit monthly vehicle allowance returns; Assist with secretarial and admin support functions Assist with arranging travelling and subsistence allowance for the province. Effective administration of a bring forward system.
- ENQUIRIES** : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.
- APPLICATIONS** : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za
- POST 22/234** : **ADMINISTRATION CLERK (REF NO: CR13/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Quality Assurance Section and Help Desk
- SALARY CENTRE** : R237 453.per annum
Head Office: Pretoria
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS PowerPoint, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Provide high quality administrative support for the Section. Keep a well-organized administrative system. Maintain an efficient filing system by ensuring systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence.
- ENQUIRIES** : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
- APPLICATIONS** : Direct your application to the following addresses:
Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

<u>POST 22/235</u>	:	<u>ADMINISTRATION CLERK</u> Component: Crime Registrar
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 5)
	:	Management Information and Support
	:	Crime Registrar Mpumalanga (CR06/06/2026) (1 Post)
	:	Crime Registrar Eastern Cape (CR07/06/2026) (2 Posts)
	:	Crime Registrar Gauteng (CR08/06/2026) (1 Post)
	:	Crime Registrar Western Cape (CR09/06/2026) (1 Post)
	:	Crime Registrar Free State (CR10/06/2026) (1 Post)
	:	Crime Registrar North West (CR11/06/2026) (1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Provide high quality administrative support to the province pertaining to Finance, Supply Chain Management and Human Resource Management functions for the province. Keep a well-organized administrative system. Maintain an efficient filing system by ensuring systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence.
<u>ENQUIRIES</u>	:	Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za / BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za
<u>POST 22/236</u>	:	<u>SECRETARY (POST NUMBER: PPS03/2026) (1X POST)</u> Office of the Component Head Component: Presidential Protection Service
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 5)
	:	HQ: Pretoria
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Core Functions: To perform secretarial duties for the Head: PPS. Coordinate meetings with internal and external role players. Monitor the flow of correspondence within the office of the Head: PPS. Uphold the confidentiality of all classified documents as per the MISS. Coordinate all travelling arrangements of the Head: PPS. Manage and exercise control over human, physical and financial resources allocated to the post.

- ENQUIRIES** : Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha/ HRC Sibande 012 400 5147
- APPLICATIONS** : HQ: Pretoria: Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / Modihal@saps.gov.za
- POST 22/237** : **SECRETARY (5 POSTS)**
Division Visible Policing
- SALARY CENTRE** : R237 453. per annum (Level 5)
: Section Head: Firearm Compliance and Enforcement: Sancardia Building, Arcadia (Ref No: VP E14/2026)
: Section Head: Central Firearms Register: Veritas Building, Pretoria Central (Ref No: VP E15/2026)
: Section Head: Liquor and Second-Hand Goods Services: Sancardia Building, Arcadia (Ref No: VP E16/2026)
: Section Head: Veterinary Services: Roodeplaat, Pretoria (Ref No: VP E17/2026)
: Section Head: Front Line Services: Midcity Building, 540 Pretorius Street, Arcadia (Ref No: VP E18/2026)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Perform secretariat duties and provide administrative support. Maintain the diary of the Senior Manager, schedule meetings, assist with minute taking and visitors. Arrange travel logistics including flights and accommodation. Maintain an effective record and administration service. Maintain confidentiality in the workplace.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/238** : **SECRETARY REF NR: FMS 10/2026 (1 POST)**
Division: Financial Management Services
Internal Control
- SALARY CENTRE** : R237 453 per annum (Level 5)
: Pretoria
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Provide secretarial support functions to the Section Head. Type and consolidate reports, letters, memorandums and monitor flow of documents (manually and electronically) to and from the office of the Section Head. Arranging of and keeping and producing minutes of meetings when so required. Assist in managing the diary (manually and electronically) to receive and host visitors of the Section Head. Keeping a bring-forward system (manually and electronically) of all pending matters. Arrange travelling and accommodation with subsistence advances and allowance for the Section Head. Manage the office inventory.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/239** : **SECRETARY REF NR: FMS 13/2026 (1 POST)**
Division: Financial Management Services
Expenditure Management
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : To provide secretarial support functions to the Section Head. Type and consolidate reports, letters, memorandums and monitor flow of documents (manually and electronically) to and from the office of the Section Head. Arranging of and keeping and producing minutes of meetings when so required Assist to manage the diary (manually and electronically) to receive and host visitors of the Section Head. Keeping a bring-forward system (manually and electronically) of all pending matters Arrange travelling and accommodation with subsistence advances and allowance for the Section Head. Manage the office inventory.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/240** : **SECRETARY REF NR FMS 17/2026 (1 POST)**
Division: Financial Management Services
Component Head: Compensation Services
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (Level 5)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Provide secretarial support functions to the Component Head. Type and consolidate reports, letters, memorandums and monitor flow of documents (manually and electronically) to and from the office of the Component Head. Arranging of and keeping and producing minutes of meetings when so required. Assist to manage the diary (manually and electronically) to receive and host visitors of the Component Head. Keeping a bring-forward system (manually and electronically) of all pending matters Arrange travelling and accommodation with subsistence advances and allowance for the Component Head. Manage the office inventory.
- ENQUIRIES** : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
- APPLICATIONS** : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
- POST 22/241** : **SECRETARY (X 5 POSTS)**
Division: Technology Management Services
- SALARY CENTRE** : R237 453. per annum (Level 5)
: Head Office

Office of the Section Head: Investigation Systems Management (Post Number: TMS 10/2026)
 Office of the Section Head: Converged Communication Services (Post Number TMS 11/2026)
 Office of the Section Head: IS/ICT Portfolio Governance (Post Number TMS 12/2026)
 Office of the Section Head: Applications Portfolio Management (Post Number TMS 13/2026)
 Office of the Section Head: Technology Governance Management (Post Number TMS 14/2026)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Render administrative support functions within the environment. Receive files and documents and forward to the relevant Head, Section Head, and Section Commander. Dispatch files and documents and record outgoing correspondence. Manage the diary of the Head of the office for internal and external engagements. Draft and type documents for the environment. Arrange, schedule and organise meetings or appointments and remind the personnel within the environment of such meetings. Co-ordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Assist the environment with general administrative duties including logistics, supply chain management, financial services and human resources.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to: Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/242 : **SECRETARY (REF NO: AUX/04/2026) (1 POST)**
 SAPS Auxiliary Services: Records Management and sundry Services
 Component Auxiliary Services

SALARY CENTRE : R237 453. per annum (Level 5)
 : Head Office

REQUIREMENTS : Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial and administrative support to the office of the Section Head. To perform professional secretarial assignments to the commander/manager. Maintain effective records and administration services. Plan and organize meetings/workshops. Draft and type official documents and correspondence. Maintain office manager/commander diary and schedule future appointments/meetings. Deliver an effective communication phone service. Schedule and arrange travel and subsistence allowances. Receive and welcome visitors. Administer general office correspondence/documents. Maintain database/filing system/register and trace documents. Protect integrity and invade unauthorized access of files/records. Compile and consolidate reports/returns. Address challenges/complaints and communicate to management. Operate and maintain standard office equipment. Determine office needs and order office suppliers and equipment. Liaise with commander/manager to schedule the

		meetings/workshops. Invite role player and circulate meeting/workshop documentation. Apply and order meetings/workshops refreshments. Coordinate attendees/visitors transport/parking from and to respective places/venues. Record and communicate approved meetings.
<u>ENQUIRIES</u>	:	Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za
<u>POST 22/243</u>	:	<u>SECRETARY REF NO: ESIR 07/06/2026 (X1 POST)</u> Section Head Executive Secretariat
<u>SALARY</u>	:	R237 453. per annum (Level 5)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangements. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory.
<u>ENQUIRIES</u>	:	Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
<u>APPLICATIONS</u>	:	Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
<u>POST 22/244</u>	:	<u>SECRETARY</u> Division Detective Services
<u>SALARY</u>	:	R237 453.per annum (Level 5)
<u>CENTRE</u>	:	Head Office: Pretoria
		Serious & Violent Crime: Office of The Head: Ref No: DET 06/2026 (1 Post)
		Crime Investigation Service: Office of The Head: Ref No: DET 07/2026 (1 Post)
		Harmful Occult Related Practices, Missing Persons and Crime Stop: Office of The Head: Ref No: DET 08/2026 (1 Post)
		Crime Investigation Coordination – Group C: Office of The Head: Ref No: DET 09/2026 (1 Post)
		Anti-Gang Investigations: Office of The Section Head: Ref No: DET 10/2026 (1 Post)
		Trans National Investigations: Office of The Section Head: Ref No: DET 11/2026 (1 Post)
		Operational Desk and Projects Investigations: Office of The Section Head: Ref No: DET 12/2026 (1 Post)
		Pretoria: Centurion (La Rochelle Building): Priority Investigations Service: Office of the Section Head: Ref No: DET 13/2026 (1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office,

- MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Render administrative support functions, Administer logistical matters. Maintain leave records, registers and files. Answer and Screen all incoming call to the office of the Section. Ensure record of all incoming and outgoing documents and correspondence Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the office of the Section Head. Liaise with other components and sections on matters relating to the office of the Principal. Receive and hosts visitors in the office. Serving refreshments to visitors during meetings. Arrange and book venues for the meetings in accordance with the number of people expected to attend. Maintain good record keeping, filing and bring forward system. Operate standard equipment (photocopy machine, telephone and computers)
- ENQUIRIES** : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building.Email: Detectiverecruitment@saps.gov.za
- POST 22/245** : **SECRETARY (X2 POSTS)**
- SALARY CENTRE** : R237 453 per annum (Level 5)
: Pretoria: Risk & Integrity Management
Section Head: Integrity Management: RIM 05/06/2026
Section Head: Risk Management: RIM 06/06/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangement. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, computer). Serving refreshment to visitors and during meetings. Manage office inventory.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za
- POST 22/246** : **SECRETARY REF NO: CS 05/06/2026 (X1 POST)**
Section Head: Corporate Support
- SALARY CENTRE** : R237 453.per annum (Level 5)
: Pretoria
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office,

- MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filing and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangements. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory.
- ENQUIRIES** : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
- APPLICATIONS** : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za
- POST 22/247** : **SECRETARY (2X POSTS)**
Component: Strategic Management
- SALARY CENTRE** : R237 453 per annum Level 5)
: Pretoria
Strategy Development and SDI Coordination (Post Number: SM05/06/2026)
Project Management (Post Number: SM06/06/2026)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Core Functions: Provide comprehensive secretarial, administrative, and office support services to management. Draft, prepare, process, and maintain official correspondence, reports, records, and other administrative documentation. Manage diaries, appointments, meetings, workshops, travel arrangements, and office schedules. Coordinate meetings and workshops, including stakeholder liaison, logistics, documentation, minute-taking, and communication of outcomes. Administer office communication systems, visitor reception services, and stakeholder enquiries. Maintain and manage filing systems, databases, registers, and records, ensuring the confidentiality, security, and integrity of information. Compile, consolidate, and submit administrative reports, returns, and related documentation. Operate and maintain office equipment and coordinate the procurement and management of office supplies and resources. Address administrative enquiries and complaints and provide effective general office administration support in accordance with organisational policies and procedures.
- ENQUIRIES** : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.
- APPLICATIONS** : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za
- POST 22/248** : **SECRETARY REF NO: LS08/2026 (1X POST)**
Division: Legal Services: Component Head: Litigation
- SALARY CENTRE** : R237 453. per annum (Level 5)
: Head Office/Pretoria
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage .Knowledge, Skills And

- Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Keeping the diary accurately, coordinate meetings and remind the Component Head on meeting schedules; Arrange and book venues for the meetings in accordance with the number of people expected to attend; Arrange refreshments for the attendees of the meeting; Handle routine correspondence; Type documents, reports, letters, memorandums etc. Effective administration of a bring-forward system; Make travel and accommodation arrangements; Organize related documentation for overseas trips and submit claims of accommodation and expenditure after trips.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
- POST 22/249** : **SECRETARY REF NO: LS09/2026 (1X POST)**
Division: Legal Services: Section Head: Civil Litigation
- SALARY** : R237 453 per annum (Level 5)
- CENTRE** : Head Office/Pretoria
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Keeping the diary accurately, coordinate meetings and remind the Section Head on meeting schedules; Arrange and book venues for the meetings in accordance with the number of people expected to attend; Arrange refreshments for the attendees of the meeting; Handle routine correspondence; Type documents, reports, letters, memorandums etc. Effective administration of a bring-forward system; Make travel and accommodation arrangements; Organize related documentation for overseas trips and submit claims of accommodation and expenditure after trips.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
- POST 22/250** : **SECRETARY**
Component Internal Audit
- SALARY** : R237 453. per annum (Level 5)
- CENTRE** : Pretoria Head Office: Risk Based & Compliance Audit Ref No: IA30/06/2026 (1 Post)
Mpumalanga: Internal Audit: Ref No: IA31/06/2026 (1 Post)
Limpopo: Internal Audit: Ref No: IA32/06/2026 (1 Post)
Western Cape: Internal Audit: Ref No: IA33/06/2026 (1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and

- problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Provide comprehensive secretarial, administrative, and office support services to management. Draft, prepare, process, and maintain official correspondence, reports, records, and other administrative documentation. Manage diaries, appointments, meetings, workshops, travel arrangements, and office schedules. Coordinate meetings and workshops, including stakeholder liaison, logistics, documentation, minute-taking, and communication of outcomes. Administer office communication systems, visitor reception services, and stakeholder enquiries. Maintain and manage filing systems, databases, registers, and records, ensuring the confidentiality, security, and integrity of information. Compile, consolidate, and submit administrative reports, returns, and related documentation. Operate and maintain office equipment and coordinate the procurement and management of office supplies and resources. Address administrative enquiries and complaints and provide effective general office administration support in accordance with organisational policies and procedures.
- ENQUIRIES** : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.
- APPLICATIONS** : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za
- POST 22/251** : **CRIME STOP OPERATORS DET 16/2026 (12 POSTS)**
Division Detective Services
Training College (Mob Support – Crime Stop)
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (Level 5)
: Pretoria West -SAPS
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Process and dispatch Crime Information received via 0860010111(Crime Stop) 0800 911 011(Extortion), MY SAPS mobile App and on Social Media platforms* Request regular feedback on pending cases dispatched for investigation and update status Management of all state resources Compile daily and monthly reports.
- ENQUIRIES** : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za
- POST 22/252** : **DRIVER (5X POSTS)**
Component: Presidential Protection Service
- SALARY** : R170 226 per annum (Level 3)
: HQ: Pretoria - Supply Chain Management (Post Number: PPS 08/2026) (3 Posts)
: Western Cape: Cape Town - Supply Chain Management (Post Number: PPS 09/2026) (1 Post)
: KwaZulu-Natal: Durban - Supply Chain Management (Post Number: PPS 10/2026) (1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 10/ Standard 8/ NCV Level 2 or certificate/report (NQF 2 Level as recognized by SAQA) of which documentary proof can be produced when required. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. At least two (2) years' relevant experience in the field of the post. Knowledge, Skills and Competencies: Good verbal and written communication skills. Be fluent in at least two official languages one of which must be English. *Be in possession of at least a light motor vehicle license and Public Driving Permit (PDP). Be willing to work extended hours when necessary. High levels of integrity, reliability and punctuality.
- DUTIES** : Core Functions: Transport equipment, vehicles and personnel at the province. Ensure maintenance of allocated state vehicles. Completion of log sheets and

- monthly returns. Book vehicles at the garage for service and repairs. Uphold the confidentiality of all classified documents as per the MISS.
- ENQUIRIES** : **HQ: Pretoria:** Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha /HRC Sibande 012 400 5147
Kwazulu-Natal (Durban): Lieutenant Colonel Mkhize / Lieutenant Colonel Malinga/ AC Msani / AC Zondo / Secretary Sithole on Tel No: 031 203 7328
Western Cape (Cape Town): Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester on Tel No: 021 467 6485/6499
- APPLICATIONS** : **HQ: Pretoria:** Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / Modihal@saps.gov.za
Kwazulu-Natal (Durban): Applications can be posted / hand delivered to the following address: 446 Vusi Mzimela Road Cato Manor 4058 and e-mailed to: MkhizeSiyabonga@saps.gov.za / MalingaZ@saps.gov.za / MsaniLL@saps.gov.za / ZondoN1@saps.gov.za / SitholeNL2@saps.gov.za
Western Cape (Cape Town): Applications must be posted / hand delivered to the following address:121 Garmour House Plein Street Cape Town 8001 and e-mailed to: KamanaEN@saps.gov.za / TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za
- POST 22/253** : **SECURITY OFFICERS (X 5 POSTS)**
Division Visible Policing
Support Services: Financial and Administration Services
- SALARY CENTRE** : R170 226.per annum (Level 3)
: Midcity Building, 540 Pretorius Street, Arcadia (Ref No: VP E32/2026) (2 Posts)
Flash: Central Firearm Register Veritas Building, Pretoria Central (Ref No: VP E33/2026) (3 Posts)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/254** : **SECURITY GUARD POST NUMBER: TMS 23/2026 (X5 POSTS)**
Section: Auxiliary Services
Division: Technology Management Services
- SALARY CENTRE** : R170 226 per annum (Level 3)
: Head Office

- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry into the premises to employees, visitors and contractors after complying with all the legislative requirements. Confirm visits with the hosts and ensure escort in line with the prescripts; Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas. Guard vehicles and equipment in the premises. Check all security equipment and facilities and act, when necessary. Bring any deficiencies or problems about security matters to the attention of senior security personnel. Perform administrative duties
- ENQUIRIES** : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964
- APPLICATIONS** : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA
- POST 22/255** : **MESSENGER REF NO: IA34/06/2026 (1 POST)**
Component Internal Audit
- SALARY CENTRE REQUIREMENTS** : R144 024 per annum (Level 2)
: Pretoria: Head Office: Internal Audit
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10 / Standard 8 certificate / NCV Level 2 certificate / report (NQF Level 2 recognized by SAQA), for which documentary proof can be produced when required. No experience required. Knowledge, Skills and Competencies: Good verbal and written communication skills. Basic administrative skills for managing delivery logbooks, signing for documents and organizing files. Ability to read maps, follow directions and understand traffic rules for managing deliveries. High levels of integrity, reliability and punctuality. Be willing to work extended hours, when necessary.
- DUTIES** : To provide an effective and efficient messenger delivery services. To Collect and deliver post, parcels, files and other forms of documentation between offices. Perform general administration/messenger tasks. Render transport services to the Component Internal Audit.
- ENQUIRIES** : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.
- APPLICATIONS** : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za
- POST 22/256** : **MESSENGER REF NO: CS 06/06/2026 (X1 POST)**
Section Head Corporate Support: Finance & Administration
- SALARY CENTRE REQUIREMENTS** : R144 024 per annum (Level 2)
: Pretoria
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/

report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. No experience required. Knowledge, Skills and Competencies: Good verbal and written communication skills. Basic administrative skills for managing delivery logbooks, signing for documents and organizing files. Ability to read maps, follow directions and understand traffic rules for managing deliveries. High levels of integrity, reliability and punctuality. Be willing to work extended hours, when necessary.

DUTIES : Collect, sort, and deliver documents, files, and parcels to addressees, other departments, and the Post Office. Perform pre-trip inspections, manage fuel cards/vouchers, maintain logbooks, and drive departmental vehicles safely. Assist with copying, shredding, filing, and managing registry services. Follow the Public Service Act, Batho Pele principles, and departmental policies. Good communication, time management, and basic computer literacy.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za

POST 22/257 : **MESSENGER REF NO: LS15/2026 (1X POST)**
Division: Legal Services: Support Services: Financial Management Services

SALARY : R144 024 per annum (Level 2)

CENTRE : Head Office/Pretoria:

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. *Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. No experience required. Must have a valid driver's license. Knowledge, Skills and Competencies: Good verbal and written communication skills. Basic administrative skills for managing delivery logbooks, signing for documents and organizing files. Ability to read maps, follow directions and understand traffic rules for managing deliveries. High levels of integrity, reliability and punctuality. Be willing to work extended hours, when necessary.

DUTIES : Provide an effective messenger delivery service; Collect and deliver post, files and other documentation for various destinations.

ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.

APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/258 : **FOOD SERVICE AID REF NR: FMS 21/2026 (1 POST)**
Division: Financial Management Services
Office Of The CFO

SALARY : R144 024 per annum (Level 2)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Basic cooking, modifying meals for standard diets, preparing snacks and conveying cookery/cutlery. Knowledge of food safety, applying occupational health and safety protocol, sanitizing surfaces, handling hazardous waste and proper storing of ingredients. Ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

DUTIES : Prepare and serve refreshments. Organise and keep the kitchen hygienically clean. Manage the stock levels.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/259 : **CLEANER**

Component Internal Audit

- SALARY CENTRE** : R144 024 per annum (Level 2)
: Free State; Internal Audit: Ref No: IA35/06/2026 (1 Post)
: North West: Internal Audit: Ref No: IA36/06/2026 (1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of abet Level 4 / Grade 9 / Standard 7 certificate / report (NQF Level 1 recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
- DUTIES** : Maintaining of high-level hygiene in and around SAPS premises where routine tasks are to be performed, which may include inner or outer parameters, performing routine tasks such as dusting furniture and floors, removing refuse bags, mopping of all tiled floors, cleaning bathrooms, kitchenware and utensils, safekeeping and handling of variety of cleaning materials, loading and unloading of goods.
- ENQUIRIES** : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.
- APPLICATIONS** : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za
- POST 22/260** : **CLEANER**
Management Information and Support
Component: Crime Registrar
- SALARY CENTRE** : R144 024 per annum (Level 2)
: Crime Registrar Head Office: Pretoria (CR01/06/2026) (1 Post)
: Crime Registrar Western Cape (CR02/06/2026) (1 Post)
: Crime Registrar Northern Cape (CR03/06/2026) (1 Post)
: Crime Registrar North West (CR04/06/2026) (1 Post)
: Crime Registrar Kwa-Zulu Natal (CR05/06/2026) (1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
- DUTIES** : Maintaining high-level hygiene in the workplace where routine tasks are performed, which may include inner parameters. Perform routine tasks such as dusting, polishing furniture and floors, removing refuse bags, mopping all tiled flooring and vacuum carpets. Cleaning bathrooms and kitchens. Safekeeping and handling of cleaning materials. Loading and unloading of goods. Washing and cleaning kitchenware and utensils.
- ENQUIRIES** : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
- APPLICATIONS** : Direct your application to the following addresses:
Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 or E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za
- POST 22/261** : **CLEANER REF NO: LS14/2026 (1X POST)**
Division: Legal Services: Support Services: Supply Chain Management
- SALARY CENTRE** : R144 024.per annum (Level 2)
: Head Office/Pretoria:
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. *Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills

- And Competencies: Understanding of how to handle cleaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
- DUTIES** : Maintaining of high-level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, removing refuse bags; Mopping of all tiled floors; Cleaning bathrooms, kitchenware and utensils; Safekeeping and handling of a variety of cleaning materials; Loading and unloading of goods.
- ENQUIRIES** : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
- APPLICATIONS** : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
- POST 22/262** : **CLEANER POST NUMBER: TMS 24/2026 (X4 POSTS)**
Section: Auxiliary Services
Division: Technology Management Services
- SALARY CENTRE REQUIREMENTS** : R144 024.per annum (Level 2)
: Head Office
: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle leaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
- DUTIES** : Maintaining a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting. Polish furniture and floors. Vacuum carpets and mopping tile floors. Remove refuses / bins. Clean bathrooms and kitchens. Safekeeping and handling of a variety of cleaning aids in the premises. Loading and unloading of goods
- ENQUIRIES** : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964
- APPLICATIONS** : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA
- POST 22/263** : **CLEANER (REF NO: AUX/10/2026) (3 POSTS)**
SAPS Auxiliary Services: Records Management and Sundry Services
Component Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R144 024.per annum (Level 2)
: Head Office
: Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4 / Grade 9 / Standard 7 certificate / report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
- DUTIES** : To physically carry out various basic functions regarding the rendering of cleaning services in order to maintain high level of hygiene in and around the work place. Perform cleaning services of routine nature by utilizing variety of aids. Perform housekeeping duties. Dust working environment. Polish furniture of the sections. Vacuum carpets of the sections. Clean passages, floors and stairs. Remove

- refuse. Clean toilets. Clean offices and conference rooms. Perform ad hoc cleaning tasks in and around premises.
- ENQUIRIES** : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za
- POST 22/264** : **CLEANER (X 8 POSTS)**
Division Visible Policing
- SALARY CENTRE** : R144 024.per annum (Level 2)
: Support Services: Financial and Administration Services: Midcity Building, 540 Pretorius Street (Ref No: VP E34/2026) (2 Posts)
: Rapid Rail Police: Gauteng North and Limpopo: Silverton (Ref No: VP E35/2026)
: Rapid Rail Police: Western Cape: Retreat Corridor: Western Cape (Ref No: VP E36/2026)
: Rapid Rail Police: Western Cape: Bellville Corridor: Western Cape (Ref No: VP E37/2026)
: Veterinary Services: Roodeplaat (Ref No:VP E38/2026) (2 Posts)
: K9 and Mounted Services: Atteridgeville: Pretoria West (Ref No: VP E39/2026)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
- DUTIES** : Maintain a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting the environment; Polish furniture and floors; Vacuum carpets and mopping of floors; remove refuse. Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of aids in the cleaning of the premise; Loading and unloading of goods. Washing and cleaning of state vehicles, kitchenware and utensils.
- ENQUIRIES** : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
- APPLICATIONS** : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007. Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
- POST 22/265** : **CLEANER (4X POSTS)**
Component: Presidential Protection Service
- SALARY CENTRE** : R144 024 per annum (Level 2)
: HQ: Pretoria - Supply Chain Management (Post Number: PPS 11/2026) (3 Posts)
: Western Cape: Cape Town - Supply Chain Management (Post Number: PPS 12/2026) (1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), of which documentary proof can be produced when required. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
- DUTIES** : Core Functions: Maintain high level of hygiene in and around the workplace with the cleaning of the SAPS premises, which may include either or both inner and outer perimeters. Performing tasks of a routine nature such as polish furniture and floors. Vacuum carpets and mopping of the floors. Remove refuse, clean bathrooms and kitchens. Uphold the confidentiality of all classified documents as per the MISS.
- ENQUIRIES** : **HQ: Pretoria:** Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha /HRC Sibande 012 400 5147

- Western Cape (Cape Town):** Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester on Tel No: 021 467 6485/6499
- APPLICATIONS** : **HQ: Pretoria:** Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / Sibandek@saps.gov.za / Modihal@saps.gov.za
- Western Cape (Cape Town):** Applications must be posted / hand delivered to the following address: 121 Garmour House Plein Street Cape Town 8001 and e-mailed to: KamanaEN@saps.gov.za / TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za
- POST 22/266** : **CLEANER REF NO: DET 17/2026 (3 POSTS)**
Division Detective Services
Financial Management and Administration Services (Auxiliary Services)
- SALARY** : R144 024 per annum (Level 2)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
- DUTIES** : Maintaining of high-level hygiene in and around SAPS premises where routine tasks are to be performed, which may include inner or outer parameters, performing routine tasks such as dusting furniture and floors, removing refuse bags, mopping of all tiled floors, cleaning bathrooms, kitchenware and utensils, safekeeping and handling of variety of cleaning materials, loading and unloading of goods.
- ENQUIRIES** : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.
- APPLICATIONS** : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- CLOSING DATE** : 10 July 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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. 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. 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. In the pursuit of diversity and redress, appointments will be made in line with the DSB EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right 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/dpsa2q/vacancies.asp>.

OTHER POST

- POST 22/267** : **SECRETARIAT- EXECUTIVE STRUCTURES "REF NO: SES"**
- SALARY** : R280 278 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in Public Administration, Office Administration /Management, Business Administration, or a related field, as recognised by SAQA. 4 years of administrative experience in the public / private sector environment, preferably working with Top Management. A postgraduate qualification in a related field will be an added advantage. Computer literacy (MS Office Packages and Microsoft Teams). Have proven competencies: Basic understanding of governance and public-sector committee processes, Strong administrative and organisational skills, Excellent verbal and written communication skills, including minute-taking, Attention to detail and ability to manage and file information accurately, Advanced data capturing and reporting skills (e.g. Excel or similar tools), Ability to handle work confidentially and professionally, Time management and ability to meet deadlines.
- DUTIES** : Provide Secretariat and Governance Support Services inclusive of but not limited to providing secretariat support to departmental executive structures such as Min EXCO, EXCO and Extended EXCO, ensuring governance processes of the executive structures align with departmental policies, prescripts and approved procedures etc. Provide meeting coordination and administration services. Provide minutes, resolutions and action tracking services by taking accurate minutes during meetings and drafting minutes for review and approval. Maintain orderly, accurate and secure electronic and physical records of agendas, minutes, resolutions, and supporting documentation in line with information management and records management policies. Capture and maintain relevant data, including dates of decisions, assigned actions and completion dates, assist in producing routine reports and dashboards, such as average turnaround time for implementation of decisions and frequency of meetings held versus planned. Communicate action items and deadlines to responsible officials. Draft general correspondence such as response letters, emails, status reports and submissions and serve as a coordination point between the Executive Support unit, committee members, and Departmental officials.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the

abovementioned position on the subject line (email) when applying, i.e., **“REF NO: SES”**

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: Branch Coordinator – e-recruit.BC12@dsd.gov.za;
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 17 July 2026
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr R Khobatha. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 22/268** : **BRANCH COORDINATOR (REF: O1/D/2026)**
Branch: Comprehensive Social Security
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R932 292. per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : A qualification at NQF Level 7 as recognized by SAQA in Office Administration/ Public Administration/ Business Management or Financial Management. A minimum of 3-5 years' experience at a junior management level. Knowledge and understanding of the relevant Public Service Act and Public Service Regulations. Knowledge and understanding of relevant PFMA and Treasury Regulations.

Knowledge and understanding of administrative process. Knowledge and understanding of records management. Knowledge and understanding of PAIA and POPIA. Basic knowledge of Promotion of Administrative Justice Act (PAJA). Knowledge and understanding of Batho Pele principles. Competencies needed: Communication (verbal and written) skills. Policy analysis and development skills. Planning and organising skills. People management skills. Project coordination skills. Problem solving skills. Computer literacy. Facilitation and presentation skills. Stakeholder and client liaison skills. Monitoring skills. Report writing skills. Financial management skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinker. Emotional intelligence. Cost consciousness. Honesty and integrity. Assertiveness.

DUTIES

: Key Responsibilities: Manage the provision of strategic and executive administrative support services to the branch. Coordinate the development and analyses of branch APPs, Operational, Strategic and Risk management plans. Manage and monitor the utilisation of the branch budget in line with the set regulations and prescripts. Coordinate key branch projects, stakeholder and intersectoral coordination. Manage and report on the human resources, and performance in line with the set regulations and prescripts.

ENQUIRIES

: Ms B Sibeko, Tel: (012) 312 7384/7789

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms N Mshengu
- CLOSING DATE** : 10 July 2026 at 16h30 (walk-in) and 23:59 (online)
- NOTE** : Applications must quote the relevant reference number and include only TWO (2) documents (Z83 & CV). A fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed updated Curriculum Vitae. ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into the SMS employment contract and a performance agreement. The requirements for appointment at Senior Management Service (SMS) level will be the successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> and a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Failure to submit the requested two (2) documents (the Z83 & CV) on application, will result in your not being considered. In addition, the successful candidates will be required to disclose their financial interests.

MANAGEMENT ECHELON

- POST 22/269** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT (REF: DDG:CM/PRES/2026)**
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 885 710 per annum (level 15) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate postgraduate or equivalent qualification on NQF level 8 as recognised by SAQA. 8 years' experience at Senior managerial level. Proven experience in managing a wide range of strategic business operations. It is expected of the successful candidate to have advanced communication skills, both oral and writing. Client orientation and customer focus,

honesty and integrity, service delivery innovation, willingness to work extended hours, when necessary, problem solving and analysis, knowledge management, financial management, strategic capability leadership, program and project management, people management and empowerment, change management and business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. In depth understanding of the Public Service Regulatory Framework, good understanding of Policy formulation process within government, monitoring and evaluation methods, tools and techniques.

DUTIES : The key responsibilities are to provide efficient and effective leadership, management and administrative (operational) support services to the Principals and Branches of The Presidency. Assist The Presidency in the fulfilment of its mandate and responsibilities by managing all responsibilities as delegated by the Accounting Officer, Director-General and the Executive Authority. Determine the strategic direction for all the relevant Chief Directorates and Directorates within the Corporate Management Branch. Provide strategic advice and leadership through alignment of the Branch goals to that of The Presidency's strategic objectives to the following Chief Directorates: Human Resources Management and Development. Protocol, Ceremonial Services and Events Management; Corporate Services; Internal Communication and Research Services, including the Independent Commission; Financial Management and Legal and Executive Services. Facilitate the building of strategic partnerships with stakeholders. Implement a corporate management governance framework aligned with relevant legislations and regulations to mitigate identified risks. Contribute to an effective leadership development culture and capacity building for The Presidency.

ENQUIRIES : Ms Nonhlanhla Mshengu (012) 300 5895

NOTE : NB: Email applications must on the subject line state ONLY the Reference number: **DDG:CM/PRES/2026** (with no spaces)

POST 22/270 : **HEAD OF POLICY AND RESEARCH SERVICES (REF: PRS/PRES/2026)**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R1 885 710 per annum (level 15) (All-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate Hons Degree/Postgraduate or equivalent qualification on NQF level 8 as recognized by SAQA. 8-10 years' experience at Senior managerial level. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem solving and analysis. Knowledge management. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder Management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of government policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and reviews techniques.

DUTIES : The successful candidate will be responsible for the following duties: Provide policy support and advise to the Political Principals in The Presidency. Facilitate policy coordination in government through the Cabinet system and FOSAD. Liaise with Senior Officials responsible for research and policy development in government as well as Think Tanks and Research Institutions to identify research gaps and outcomes that impact on public policy and use such to make recommendations on interventions required. Provide technical support to the structures chaired by the President and Deputy President. Conduct socio-economic impact assessments in respect of policy outcomes.

ENQUIRIES : Ms Nonhlanhla Mshengu (012) 300 5895

NOTE : NB: Email applications must on the subject line state ONLY the Reference number: **PRS/PRES/2026** (with no spaces)

POST 22/271 : **CHIEF DIRECTOR: LEGAL AND EXECUTIVE SERVICES (REF: LES/PRES/2026)**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R1 554 696 per annum (level 14) (All-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an LLB Degree. A minimum of 5 years' Senior Management Services experience and 10 years' experience in the legal environment. Admission as an Attorney or Advocate. Process competencies: Advanced communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem solving and analysis. Knowledge management. Core competencies: Financial management. Strategic capability leadership.

Program and project management. People management and empowerment, Change Management. Knowledge management: Public Service Regulatory Framework, Policy formulation process within government, Business and management principles involved in strategic planning, resource allocation, human resources modelling and leadership technique. Sound and broad knowledge of legislation and case law. In-depth understanding of how the law works with a keen interest to stay abreast of current affairs in the profession. Technical Skills: Research Skills, Strong presentation and advocacy skills, the ability to present a point of view convincingly. Excellent academic ability and an aptitude for applying legal theory to practise. Ability to absorb, understand and analyse large amounts of information.

DUTIES

: The successful candidate will be responsible for providing efficient and effective legal and executive services within The Presidency and legal advice to Cabinet and its Committees. Support The Presidency in being compliant with its constitutional and legislative obligations. Ensure provision of legal, executive and administrative support to the President, Deputy President and Secretary of the Cabinet, in the performance of their executive and mandated functions. Provide strategic advice to the Director-General and President on legislative changes and providing research on legal implications. Ensure provision of legal inputs that relates to matters processed by the Director-General and Secretary of the Cabinet, as well as Forum of South African Director-General (FOSAD). Provide direction and oversight on the legal approach to cross cutting legal issues pertaining to government. Draft and review a wide variety of agreements pertaining to The Presidency and government wide. Manage litigation and representing The Presidency in labour, commercial and other disputes. Ensure provision of general advice to The Presidency. Oversee and manage the work of the Legal and Executive Services Unit. Identify, mitigate and manage commercial regulatory and other risks. Manage Strategic planning, Budgeting and MTEF processes of the LES Chief Directorate. Manage communications and Stakeholder Relations of the Unit. Ensure the Unit is properly resourced to execute on its mandate.

**ENQUIRIES
NOTE**

: Mr Katlego Futhane (012) 300 5995
: NB: Email applications must on the subject line state ONLY the Reference number: LES/PRES/2026 (with no spaces)

OTHER POSTS

POST 22/272

: **DEPUTY DIRECTOR: CHANCERY OF ORDERS (REF: DD:CO/PRES/2026)**

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 per annum (level 11)
: Pretoria
: A Senior Certificate plus an appropriate Bachelor's degree or equivalent qualification on NQF level 6. Minimum of 3 to 5 years' relevant experience. competencies: Be professional. highly motivated. initiative and critical thinker who will be able to gather and analyse information skilfully. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have excellent oral and written communication skills. Good office management skills. Be able to handle confidential matters and have integrity and be trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good understanding of Public Service Regulatory Framework.

DUTIES

: Administration of National Orders through Management of nominations for the National Orders including the register. Editing and reworking the bios of the nominees. Ensuring that the manual and electronic registers of the recipients are updated. Compilation of memos for approval acceptance and wearing of foreign awards. Administration of the unit through Monthly and quarterly compilation of reports of the Directorate. Administering and monitoring of the budget. Compilation of inputs for the Annual Report. Administering the State Official and Provincial Official Funeral manual through facilitation of documentation for the declaration of declared funerals. Oversee arrangements and documentation for official memorial services and funerals. Coordinating meetings of the Funeral Planning Committee. Providing secretariat support to the Presidential Advisory Council on National Orders. Coordinating administration relating to the Advisory Council. When necessary, assisting the Director in drafting and amending the Charter for the Advisory Council.

**ENQUIRIES
NOTE**

: Mr Neo Mokganya (012) 308 1419
: NB: Email applications must on the subject line state ONLY the Reference number: DD:CO/PRES/2026 (with no spaces)