the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 OF 2025
DATE ISSUED 26 JUNE 2026

1. **Introduction**

1.1 This Circular is, except during December, published on a weeskly 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 vol umes, 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 (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.

DUTIES : 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.

ENQUIRIES : Mr Themba Cebani Tel: (049) 802 6605

APPLICATIONS : 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.

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

POST 22/02 : **SENIOR DRIVER OPERATOR: (REF NO: 3/3/1/45/2026)**
Directorate: Infrastructure Support

SALARY : R201 093 per annum (Level 4)

CENTRE : Limpopo (Modimolle)

REQUIREMENTS : 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 tolls and equipment. Keep inventory and maintain equipment. Job Related Skills. Good communication skills. Judgement skills. Excellent hearing and vision.

DUTIES : 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

REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Ms N Sekele +2712 427 8599, Ms N Khosa +2712 427 8260, Mr M Cilo +2712 427 8514
APPLICATION	:	Link: CLICK HERE
POST 22/05	:	**DIRECTOR: HUMAN RESOURCE PLANNING AND ADMINISTRATION (REF: DIRHRPA)** 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 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, Programme and Project Management, Financial 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.
DUTIES	:	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.

DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
NOTE	:	Appointment under the Public Service Act.
POST 22/10	:	**ARTISAN FOREMAN GRADE A & B**
SALARY	:	R397 329 – R593 934 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	Free State and Northern Cape Region: Mangaung: ` Electrician (Ref: FSNC 2026/07/02) Plumber (Ref: FSNC 2026/07/03)
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
NOTE	:	Appointment under the Public Service Act.
POST 22/11	:	**ARTISAN PRODUCTION GRADE A, B & C (PLUMBER) (REF: FSNC 2026/07/04) (2 POSTS)**
SALARY	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	Free State and Northern Cape Region: Mangaung
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
NOTE	:	Appointment under the Public Service Act.
POST 22/12	:	**ARTISAN PRODUCTION GRADE A, B & C (ELECTRICIAN) (REF: FSNC 2026/07/05) (2 POSTS)**
SALARY	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	Free State and Northern Cape Region: Mangaung
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027)
NOTE	:	Appointment under the Public Service Act.
POST 22/13	:	**ARTISAN PRODUCTION GRADE A, B & C (LOCKSMITH) (REF: FSNC 2026/07/06)**
SALARY	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	Free State and Northern Cape Region: Mangaung
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027)
NOTE	:	Appointment under the Public Service Act.
POST 22/14	:	**ARTISAN PRODUCTION GRADE A, B & C (WELDER) (REF: FSNC 2026/07/07)**
SALARY	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	Free State and Northern Cape Region: Mangaung:
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027)
NOTE	:	Appointment under the Public Service Act.
POST 22/15	:	**ARTISAN PRODUCTION GRADE A, B & C (AIR CONDITIONING AND REFRIGERATION) (REF: FSNC 2026/07/08)**
SALARY	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	Free State and Northern Cape Region: Mangaung
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027).
NOTE	:	Appointment under the Public Service Act.

POST 22/16	:	**ARTISAN PRODUCTION GRADE A, B & C (ELECTRONIC MANAGEMENT) (REF: FSNC 2026/07/09) (2 POSTS)**
SALARY	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	Free State and Northern Cape Region: Mangaung:
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027).
NOTE	:	Appointment under the Public Service Act.
POST 22/17	:	**ARTISAN PRODUCTION GRADE A, B & C (CARPENTER) (REF: FSNC 2026/07/10)**
SALARY	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	Free State and Northern Cape Region: Mangaung:
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027).
NOTE	:	Appointment under the Public Service Act.
POST 22/18	:	**ARTISAN PRODUCTION GRADE A, B & C (BRICKLAYER) (REF: FSNC 2026/07/11)**
SALARY	:	R253 341 – R424 371 per annum (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	Free State and Northern Cape Region: Mangaung
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B Tel No: (0823069027).
NOTE	:	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.

CLOSING DATE : 10 July 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : 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 soley 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

POST 22/19 : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/7/69**

SALARY : R605 742 per annum

CENTRE : Provincial Office: Mpumalanga

REQUIREMENTS : 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. Couching Skills.

DUTIES : 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.

ENQUIRIES : Ms E Baholoolo 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-ASD-UI@labour.gov.za

NOTE : Indian Males, Indian Females, White Males, White Females and Persons with Disabilities are encouraged to apply.

POST 22/20 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/6/01**

Re –advertisement: applicants who previously applied are encouraged to re-apply.

SALARY : R487 197 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : 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

DUTIES : 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.

ENQUIRIES : Ms.JM Fope Tel 015 290 1665

APPLICATIONS : 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.

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

POST 22/21 : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO:HR4/26/06/11HO**

SALARY : R487 197 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : 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 : R487 197 per annum plus 37% in lieu of benefits
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : 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 : 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 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 : R413 001 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : 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 : 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-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 : R413 001 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : 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	:	Ms S Xaba Tel: (012) 309 4254
APPLICATIONS	:	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
NOTE	:	EE targets-Priority will be given to African Males, Coloured Females, Indians Males and Whites.
POST 22/25	:	**CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO HR4/26/05/02**
SALARY	:	R413 001 per annum
CENTRE	:	Supported Employment Enterprise, Silverton
REQUIREMENTS	:	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	:	Ms ME Msiza Tel: 012 843 7300 / 7409
APPLICATIONS	:	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
NOTE	:	Priority will be given to Persons with Disabilities, African Males, Indian Females, White Males.
POST 22/26	:	**SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR 4/4/6/30**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Limpopo
REQUIREMENTS	:	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	:	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: UIFJobs-LP@labour.gov.za
NOTE	:	Priority will be given to Coloureds and Whites
POST 22/27	:	**TEAM LEADER REF NO: HR 4/4/6/28**
SALARY	:	R413 001 per annum

CENTRE	:	Labour Centre, Polokwane
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	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 email: Job-PLK@labour.gov.za.
NOTE	:	Priority will be given to Coloureds and Whites
POST 22/28	:	**OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: 4/4/6/02**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Modimolle
REQUIREMENTS	:	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
DUTIES	:	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.
ENQUIRIES	:	Ms JM Fope Tel: 015 290 1665
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or CFJobs-MOD@labour.gov.za
NOTE	:	Priority will be given to Coloureds and Whites
POST 22/29	:	**SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR4/4/6/03**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Tzaneen
REQUIREMENTS	:	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.

DUTIES : Render pension administrative duties. Claims adjudication and processing
ENQUIRIES : Ms JM Fope Tel: 015 290 1665
APPLICATIONS : 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
NOTE : Priority will be given to Coloureds and Whites

POST 22/30 : **SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/7/71**
(Three-Year Contract)

SALARY : R413 001 per annum plus 37% in lieu of benefits
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : 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.
DUTIES : 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.
ENQUIRIES : Ms E Baholoolo 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-SPHRM-UI@labour.gov.za

POST 22/31 : **SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/7/73 (X1 POST)**
(Three-Year Contract)

SALARY : R413 001 per annum plus 37% in lieu of benefits
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : 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.
DUTIES : 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.
ENQUIRIES : Ms E Baholoolo 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-SPER-UI@labour.gov.za

POST 22/32 : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR4/4/7/74**
(Three-Year Contract)

SALARY : R413 001 per annum plus 37% in lieu of benefits
CENTRE : 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 Baholoo 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

POST 22/35	:	**INSPECTORS REF NO: HR4/4/6/32 (X2 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Modimolle
REQUIREMENTS	:	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)
DUTIES	:	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.
ENQUIRIES	:	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 Job-MOD@labour.gov.za for Modimolle.
NOTE	:	Priority will be given to Coloureds and Whites
POST 22/36	:	**BCEA INSPECTOR: INSPECTION SERVICES (X2 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Carolina Labour Centre Ref No: HR4/4/7/66 (X1 Post) Standerton Labour Centre Ref No: HR4/4/7/67 (X1 Post)
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Mr R Mokoena Tel: (017) 843 1077/2111 (Carolina) Mr L Ledwaba Tel: (017) 712 1351/4809 (Standerton)
APPLICATIONS	:	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
NOTE	:	African Males, Coloured Males, Indian Males, Indian Females, White Males and Persons with Disabilities are encouraged to apply.
POST 22/37	:	**CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/7/68**
SALARY	:	R280 278 per annum
CENTRE	:	Piet Retief Labour Centre
REQUIREMENTS	:	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.
DUTIES	:	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.
ENQUIRIES	:	Ms L Mashego Tel No: (017) 826 1883/4
APPLICATIONS	:	Acting Deputy Director: Labour Centre Operations: Mkhondo Labour Centre, Amersfoort and Volkrust Satellite, Private Bag X34, Mkhondo, 2380 or hand deliver

		at Balalas 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	:	R237 453 per annum
CENTRE	:	Labour Centre: Louis Trichardt
REQUIREMENTS	:	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	:	Ms MJ Matlakala Tel 015 290 1699
APPLICATIONS	:	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	:	R237 453 per annum plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	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	:	Ms E Baholoolo 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-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 : 13 July 2026

FOR ATTENTION : Human Resource Management

NOTE : 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 : R610 434 per annum (OSD)

CENTRE : Pretoria

REQUIREMENTS : 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@dffe.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 : Ms Nkadimeng Mosenohi Tel: 012 473 0206

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 22/42 : **SUPPLY CHAIN MANAGEMENT CLERK: CREDITORS MANAGEMENT REF: 3/1/5/1-26/11**
Directorate: Supply Chain Management

SALARY : R237 453 per annum (Level 5)

CENTRE : Pretoria

REQUIREMENTS : 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	:	R237 453 per annum (Level 5)
CENTRE	:	Pretoria
REQUIREMENTS	:	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	:	Ms. Mary-Jane Rabodiba Tel No: (012) 473 0172
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.

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 DPSA 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

solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. A valid drivers licence.

DUTIES : 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 : R932 292 per annum. (Level 11) (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : 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 : R932 292 per annum (All-inclusive Remuneration Package) (Level 11)
CENTRE : Pretoria
REQUIREMENTS : 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 : R932 292 per annum (All-Inclusive Remuneration Package) (Level 11)
CENTRE : Pretoria
REQUIREMENTS : 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 : 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, 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 : Pretoria

REQUIREMENTS : 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 : R1 101 468 per annum (Level 12), (All-Inclusive Remuneration Package)

CENTRE : Pretoria

REQUIREMENTS : 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 : R932 292 per annum (Level 11) (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : 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 : R932 292 per annum (Level 11) (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : 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 : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : 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 : R487 197 per annum (Level 9)
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 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

POST 22/56 : **ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (15 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

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

REQUIREMENTS : 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.

DUTIES : 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.

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

POST 22/57 : **ASSISTANT DIRECTOR: PROGRAMME MONITORING (REF NO: NSF17/07/2026) (2 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Programme Monitoring

SALARY : R605 742 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : 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 : R605 742 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : 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 : R487 197 per annum. (Level 9)
CENTRE : Pretoria
REQUIREMENTS : 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 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 22/60 : **ASSISTANT DIRECTOR: INFRASTRASTURE (REF NO: NSF20/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Infrastracture PMU

SALARY : R605 742 per annum (Level 10)
CENTRE : 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 : R487 197 per annum. (Level 9)
CENTRE : Pretoria
REQUIREMENTS : 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 : R487 197 per annum (Level 09)
CENTRE Pretoria
REQUIREMENTS : 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 : R487 197per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : 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 : R487 197 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : 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 filling 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 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: Easten 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 : R605 742 - R713 535 per annum (Level 10). (An all-inclusive salary package)

CENTRE : 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 : R413 001 - R486 501 per annum (Level 8) (A basic salary package)

CENTRE : 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: Hazyview 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: Middlelburg 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 Posta)
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 office. 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 : R237 453 - R279 708 per annum (Level 5). (A basic salary)
CENTRE : 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: Temba 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 (Act55) 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 2026/52/0CJ 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 : National Office: Midrand

REQUIREMENTS : 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 : Applications can be sent via email to 2026/61/OCJ@judiciary.org.za

NOTE : 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 : Supreme Court Of Appeal, Bloemfontein

REQUIREMENTS : 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 filling 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 filling system for all the records.
ENQUIRIES	:	Technical Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

HR Related Enquiries: Ms F Lukhele Tel No: (010) 494 8541

APPLICATIONS : Applications can be sent via email to 2026/63/OCJ@judiciary.org.za

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

POST 22/74 : **REGISTRAR'S CLERK, REF NO:2026/64/OCJ**

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

CENTRE : Land Court: Randburg

REQUIREMENTS : 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 filling 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.

DUTIES : 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.

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 2026/64/OCJ@judiciary.org.za

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

POST 22/75 : **ADMINISTRATION CLERK (DCRS), REF NO:2026/65/OCJ**

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

CENTRE : Land Court: Durban

REQUIREMENTS : 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.

DUTIES : 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 3/1/1/1/2026/70 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: 3/1/1/1/2026/118)**
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 : Eastern Cape (East London)

REQUIREMENTS : 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: 3/1/1/1/2026/114)**
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 : Western Cape (Mowbray)

REQUIREMENTS : 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 : Ms A Matsila Tel: (012) 312 8013

APPLICATIONS : 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: 3/1/1/1/2026/109)**
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 : Gauteng (Pretoria)

REQUIREMENTS : 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)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr. HS 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: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 22/83 : **MICROSOFT SPECIALIST / SERVER ADMINISTRATOR (2 POSTS) (REF NO: 3/1/1/1/2026/90)**
Chief Directorate: Deeds ICT

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 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.
DUTIES	:	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.
ENQUIRIES	:	Mr. LM Tshivhase 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: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
POST 22/84	:	**ANALYST PROGRAMMER (REF NO: 3/1/1/1/2026/93)** 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	:	Gauteng (Pretoria)
REQUIREMENTS	:	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.
DUTIES	:	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 : 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: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 22/85 : **APPLICATION ARCHITECTURE (REF NO: 3/1/1/1/2026/94) (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 : Gauteng (Pretoria)

REQUIREMENTS : 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 : Mr. HS 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: 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 : Gauteng (Pretoria)

REQUIREMENTS : 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 : 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: 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 : Gauteng (Pretoria)

REQUIREMENTS : 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

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.

DUTIES : 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.

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

POST 22/88 : **SOFTWARE TESTER (REF NO: 3/1/1/1/2026/97)**
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 : Gauteng (Pretoria)

REQUIREMENTS : 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.

DUTIES : 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 : 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: 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 : Gauteng (Pretoria)

REQUIREMENTS : 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	:	Mr T Segapu or Ms M Young Tel: (021) 464 7623
APPLICATIONS	:	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: 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: 3/1/1/1/2026/108)** 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	:	Northern Cape (Kimberly)
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	:	Mr. V Mbizeni Tel (053) 832 7228
APPLICATIONS	:	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 : Western Cape (Mowbray)

REQUIREMENTS : 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. Advice 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 stuff. 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. Preform other middle management tasks as may be delegated by the Director.

ENQUIRIES : Mr N. Mgoqi Tell: 076 512 5216

APPLICATIONS : 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

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.

DUTIES : 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 : 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 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 : 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 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 lifestyle. 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.
ENQUIRIES	:	Mr. HS 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 African, Coloured, Indian and White Females and Persons with Disabilities.
POST 22/96	:	**SENIOR EXAMINERS (REF NO: 3/1/1/1/2026/101) (6 POSTS)**
SALARY	:	R487 197 per annum (Level 9)
CENTRE	:	Directorate: Examination, Execution, And Deeds Training Services: Gauteng (Johannesburg)
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 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.
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	:	Ms LR Maloka / Mr HP Nkwinika Tel. (011) 843 8338 / 8314
APPLICATIONS	:	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 Indian Males and Indian Females and Persons with disabilities.
POST 22/97	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES (REF NO: 3/1/1/1/2026/104)**
SALARY	:	R487 197 per annum (Level 9)
CENTRE	:	KwaZulu Natal Deeds Registry (Pietermaritzburg)
REQUIREMENTS	:	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.
DUTIES	:	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 : Ms Z Mthembu or Mr S Mtshali Tel: (033) 355 6811 / 6812

APPLICATIONS : 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 : R487 197 per annum (Level 9)

CENTRE : 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 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 : Mr T Segapu or Ms M Young Tel: (021) 464 7623

APPLICATIONS : 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 : R413 001 per annum (Level 8)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : 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 procures 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: 3/1/1/1/2026/92)**
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 permanents 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 : Mr. HS 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 22/101 : **SYSTEMS SUPPORT ANALYST (REF NO: 3/1/1/1/2026/98)**
Directorate: Deeds Enterprise Architecture

SALARY : R413 001 per annum (Level 8)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : 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 text 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 : Mr. HS 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: 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: 3/1/1/1/2026/113)**
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: 3/1/1/1/2026/119)**

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 : 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 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 : R338 106 per annum (Level 7)

CENTRE : Gauteng (Johannesburg)

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 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 : Ms LR Maloka / Mr HP Nkwinika Tel: (011) 843 8338 / 8314

APPLICATIONS : 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 : R338 106 per annum (Level 7)

CENTRE : KwaZulu Natal Deeds Registry: Pietermaritzburg

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 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 : Ms Z Mthembu or Mr S Mtshali Tel: (033) 355 6811 / 6812

APPLICATIONS : 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: 3/1/1/1/2026/116)**
Directorate: Financial And Supply Chain Management Services

SALARY : R237 453 per annum (Level 5)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : 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 : Ms F Mathonsi Tel: (033) 264 9500

APPLICATIONS : 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: 3/1/1/1/2026/117)**
Directorate: Operational Management

SALARY : R237 453 per annum (Level 5)

CENTRE : Mpumalanga (Nelspruit)

REQUIREMENTS : 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 filling 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: 3/1/1/1/2026/120)**
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 : 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 : 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 : 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 : 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 : 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 : 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 : 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 : 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 : R338 106. per annum (Level 7)
CENTRE : 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). 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 : 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 22/117 : **FINANCIAL CLERK SUPERVISOR REF NO: CS 03/06/2026 (X1 POST)**
Section Corporate Support: Finance and Administration

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 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

Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za

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

SALARY : R338 106 per annum (Level 7)
CENTRE : Ref No: DPCI/EC/26/2026: East London
Ref No: DPCI/KZN/27/2026: Port Shepstone

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 Leaner 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 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.

ENQUIRES : **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

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: Kwazulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, DURBAN Email address: MoodleyP4@saps.gov.za

POST 22/121 : **SUPPLY CHAIN CLERK SUPERVISOR (REF NO: VP E3/2026)**
Support Services: Supply Chain Management: Procurement 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 : 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.

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 22/122 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: FMS 02/2026 (1 POST)**
Division: Financial Management Services
Support Services

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 : 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 : 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 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

Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za

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 Leaner 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 : R338 106 per annum (Level 7)
CENTRE : Polokwane
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 Leaner 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 : 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 : 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 Leaner 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 : R338 106 per annum (Level 7)
CENTRE : Western Cape: Cape Town
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: Monitor and administrate all life Cycle Management functions. Monitor and administrate all HRU functions. Monitor and administrate all HRPA 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 : R338 106 per annum (Level 7)
CENTRE : Pretoria: 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. 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 : 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 Leaner 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 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 : 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 Leaner 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 : R338 106 per annum (Level 7)

CENTRE : 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 Leaner 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: MbulawaL@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 : R338 106.per annum (Level 7)
CENTRE : Veritas Building, Pretoria Central
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 : 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 : R338 106 per annum (Level 7)
CENTRE : MIC Veritas Building, Pretoria Central
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 : 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 : 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 : 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 : 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 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.

DUTIES : 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)

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 22/145 : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 6/2026**
Section: Converged Communications
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) 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 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.

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 22/146 : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 7/2026**
Section: Supply Chain Management – Fleet Management
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 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 : 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) 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 : 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) 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 : R338 106 per annum (Level 7)
CENTRE : 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 : 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 : 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 : 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 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 : R338 106 per annum (Level 7)

CENTRE : 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 Leaner 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 Leaner 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 Leaner 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):

Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

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 : R338 106 per annum (Level 7)
CENTRE : Bloemfontein
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 Leaner 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 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 : R338 106 per annum (Level 7)
CENTRE : Western Cape
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 : 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 : 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 : 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 : 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
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 : R338 106 per annum (Level 7)
CENTRE : Mpumalanga Middelburg
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 Leaner 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 : 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 : R338 106.per annum
CENTRE : 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). 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 : R338 106.per annum (Level 7)
CENTRE : Head Office (POPIA)
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). 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 : 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 22/169 : **REGISTRY CLERK SUPERVISOR REF NO: IA27/06/2026 (1 POST)**
Component Internal Audit

SALARY : R338 106. per annum (Level 7)
CENTRE : Pretoria: Head Office: Support Services: Internal Audit
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 : 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 Leaner 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 Leaner 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 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 : 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 : 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 Leaner 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 : R237 453.per annum (Level 5)
CENTRE : 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 : 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 : 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 22/176 : **ADMINISTRATION CLERK (REF NO: AUX/06/2026) (1 POST)**
SAPS Auxiliary Services: Records Management and Sundy Services
Component Auxiliary Services

SALARY : R237 453 per annum (Level 5)
CENTRE : 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 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 : 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 22/177 : **REGISTRY CLERK (POST NUMBER: PPS04/2026) (1X POST)**
Finance and Administration Services
Component: Presidential Protection Service

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). 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 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 22/178 : **REGISTRY CLERK (REF NO: AUX/07/2026) (2 POSTS)**
SAPS Auxiliary Services: Records Management and Sundry Services
Component Auxiliary Services

SALARY : R237 453 per annum (Level 5)
CENTRE : 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 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 : 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 22/179 : **SECURITY GUARD SUPERVISOR (REF NO: AUX/08/2026) (2 POSTS)**
SAPS Auxiliary Services: Security Services
Component Auxiliary Services

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

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 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 : R237 453.per annum (Level 5)

CENTRE : Head Office

REQUIREMENT : 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 : 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 22/183 : **SUPPLY CHAIN CLERK (REF NO: VP E10/2026)**
Support Services: Supply Chain Management: Fleet Management
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 : 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 : R237 453 per annum (Level 5)
CENTRE : KwaZulu-Natal: Durban
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: 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 : R237 453 per annum (Level 5)
CENTRE : Western Cape: Cape Town
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: 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 : R237 453.per annum
CENTRE : 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	:	R237 453 per annum (Level 5)
CENTRE	:	Property: 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 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	:	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	:	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 : 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 : 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 : 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 : 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 : 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 : 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 : 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 (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 : 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	:	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	:	R237 453 per annum (Level 5)
CENTRE	:	Head Office: Pretoria: Resource Development
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 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. Rend 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, Watchuis 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	:	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	:	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, 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 22/203	:	**HUMAN RESOURCE CLERK (POST NUMBER: SM03/06/2026) (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 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 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 : 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	:	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 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	:	R237 453.per annum (Level 5)
CENTRE	:	Potchefstroom
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	:	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	:	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	:	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 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 22/210 : **ADMINISTRATION CLERK POST NUMBER: TMS 16/2026**
Section: Crime Systems Management: DPCI 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 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 : 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 : 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 : 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 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 : 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 : 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 : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIRMENTS : 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 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 22/215 : **ADMINISTRATION CLERK POST NUMBER: TMS 21/2026**
Section: IS/ICT Call Centre Management
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). 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 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 22/216 : **ADMINISTRATION CLERK (REF NO: VP E13/2026**)
Social Crime Prevention: Victim Empowerment and Persons with Special
Division Visible Policing

SALARY : R237 453 per annum (Level 5)
CENTRE : Needs: 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 : 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 : R237 453.per annum (Level 5)
CENTRE : Suncadia Building, 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 : 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 filling 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 : R237 453.per annum (Level 5)
CENTRE : Suncadia Building, 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 : 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 : R237 453.per annum (Level 5)
CENTRE : Veritas Building, Pretoria Central
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 : 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 : R237 453. per annum (Level 5)
CENTRE : Veritas Building, Pretoria Central
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 : 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 : R237 453.per annum (Level 5)
CENTRE : Veritas Building, Pretoria Central
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 : 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 : R237 453.per annum (Level 5)
CENTRE : Veritas Building, Pretoria Central
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 : 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 : R237 453.per annum
CENTRE : Suncadia Building, 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 : 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 : R237 453.per annum (Level 5)
CENTRE : Suncadia Building, 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 : 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 withing the sub-section 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 : R237 453.per annum
CENTRE : Suncadia Building, 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 : 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 : R237 453.per annum
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 : Process documents for the sub-section Police Safety. Assist with arrangements for meetings and work sessions. Manage the filing and brought forward system. Co-ordinate 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 databse 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	:	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	:	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	:	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). 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	:	R23 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 : Assist in administrating 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 : R237 453. per annum (Level 5)
CENTRE : 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 : R237 453.per annum
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 (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 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

POST 22/235 : **ADMINISTRATION CLERK**
Component: Crime Registrar

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

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 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 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.

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 22/236 : **SECRETARY (POST NUMBER: PPS03/2026) (1X POST)**
Office of the Component Head
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: 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	:	R237 453. per annum (Level 5)
CENTRE	:	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	:	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	:	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 : 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 : 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 : 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 : 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 : R237 453. per annum (Level 5)
CENTRE : 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 : R237 453. per annum (Level 5)
CENTRE : 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.

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 22/243 : **SECRETARY REF NO: ESIR 07/06/2026 (X1 POST)**
Section Head Executive Secretariat

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 : 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.

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 22/244 : **SECRETARY**
Division Detective Services

SALARY : R237 453.per annum (Level 5)

CENTRE : 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)

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 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 : R237 453 per annum (Level 5)

CENTRE : 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 : 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 : 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.

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 : R237 453 per annum Level 5)
CENTRE : 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 : 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 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 : R237 453.per annum (Level 5)

CENTRE : Pretoria West -SAPS

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 : 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 : R170 226.per annum (Level 3)
CENTRE : 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 contactors 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 : R170 226 per annum (Level 3)
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 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 : R144 024 per annum (Level 2)
CENTRE : Pretoria: Head Office: Internal Audit
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 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 : 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. 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 : R144 024 per annum (Level 2)
CENTRE : 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 : R144 024 per annum (Level 2)
CENTRE : 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 : 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 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 : R144 024.per annum (Level 2)
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 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 : R144 024.per annum (Level 2)
CENTRE : 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 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 : R144 024.per annum (Level 2)

CENTRE : 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 : R144 024 per annum (Level 2)

CENTRE : 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 DSBD'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 DSBD 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/dpsa2g/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.
EENQUIRIES	:	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 discloser 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: 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 Sills: 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 : Mr Katlego Futhane (012) 300 5995

NOTE : 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 : R932 292 per annum (level 11)

CENTRE : Pretoria

REQUIREMENTS : 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 : Mr Neo Mokganya (012) 308 1419

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

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS
The Department of Cooperative Governance & Traditional Affairs is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

APPLICANTS : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: recruitment@eccogta.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

FOR THE ATTENTION : Ms N. Gemby at (072 657 6518)

CLOSING DATE : 10 July 2026. No late applications will be accepted

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021 e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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. 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. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Enquiries: Mr S. Meligana (071 689 6162) e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

MANEMENT ECHELON

POST 22/273 : **DEPUTY DIRECTOR-GENERAL: LOCAL GOVERNANCE (REF NO: COGTA: 01/06/2026)**

SALARY : R1 885 710 – R2 124 237. per annum (Level 15)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate plus a postgraduate NQF Level 8 in Local Governance, Public Administration, Public Management, Administration as recognized by

SAQA. Minimum of 8 years of experience at a Senior Managerial level. Pre-entry Certificate for the SMS endorsed by NSG. Microsoft Office (Word, Excel, Outlook and PowerPoint). A valid Code 8 driver's license. Previous experience in the local government environment will be an added advantage. Competencies: Understanding of Public Sector legislation and other relevant Prescripts. Strategic Capability & Leadership, Programme and Project Management, Budgeting and Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and analysis, People Management and Empowerment.

DUTIES : Provide & drive strategic direction for the branch and ensure the formulation and implementation of strategic policies which will enable the branch administration to successfully fulfil its role in supporting the Municipalities: Ensure promotion of good governance and sound municipal administration. Ensure monitoring and facilitation of effective municipal administration and capacity building. Ensure coordination of the evaluation and assessment of local government capacity. Ensure monitoring and facilitation of municipal finances, supply chain management and valuation services. Ensure provision of information technology, system support and integration services to Municipalities. Ensure coordination and provision of capacity building initiatives. Enhance governance through public participation, Integrated Development Planning, Rapid Response and Stakeholder Management: Enhance governance through public participation and community development Ensure development of policy framework to promote, facilitate and coordinate rapid response and Stakeholder Management and co-ordination of intergovernmental and district operations services within municipal areas. Ensure development of policy framework to promote, facilitate, strengthen and monitor municipal IDP's. Oversee Municipal Operations Management, Employee Relations and Wellness and Human Resource Planning and Development: Oversee and monitor implementation of operations management and Organisational Development in Municipalities. Oversee and monitor implementation of Employee Relations and Wellness in Municipalities Oversee and monitor implementation of Human Resource Planning and Development in Municipalities. Ensure coordination of district operation services: Ensure promotion of intergovernmental relations and coordination of district offices and integration. Manage the allocated resources of the Branch.

ENQUIRIES : Ms N. Gemby at (072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

OTHER POSTS

POST 22/274 : **CHIEF TOWN AND REGIONAL PLANNER GRADE A: SPECIAL PLANNING (REF COGTA 02/06/2026)**

SALARY : R1 143 468. – R1 300 944 per annum (OSD)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification in Town and Regional Planning/Urban and Regional Planning/Spatial planning (NQF leve7) as recognised by SAQA. 6 years' post-qualification experience in Town and Regional Planning. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Microsoft Word, Excel & PowerPoint (MSOffice). Driver's License. Three year's middle management experience in Spatial Planning & Land Use Management. Competencies: Knowledge of programme and project management; Knowledge of relevant legislation and policies; Knowledge of research and development. Knowledge of creating a high-performance culture and technical consulting; Professional judgement and accountability; Strategic management and direction skills; Problem-solving and analysis, decision-making, team leadership and analytical skills; Creativity, self-management, customer focus and responsiveness skills; Delegation and development of other skills, Planning, organizing and execution skills; Ability to manage conflict; Language proficiency skills; Knowledge management, negotiation, and change management skills; Knowledge of urban and rural economic development planning.

DUTIES : Monitor and support municipalities to ensure effective Spatial planning in line with Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) and other relevant land related legislations. Strategic spatial planning at provincial level (inclusive of co-ordination of planning activities between the 3 spheres of government and other stakeholders). Manage allocated resources to ensure that they align and realize the Directorates objectives and Departmental goals. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management in line with financial management prescripts, PFMA. Support the Directorate to identify, analyse and resolve risks.

ENQUIRIES : Ms. N. Gemby at 072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/275 : **CHIEF ENGINEER GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA: (03/06/2026)**

SALARY : R1 317 108 – R1 504 797 per annum (OSD)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus undergraduate qualification in BSC or B-techdegree (NQF Level 7) in the Engineering field. Six (6) years' experience as a Project Manager in the local government environment. Registered with a professional body i.e. ECSA, etc. etc. Microsoft Word, Excel & PowerPoint (MSOffice). EB-code drivers' licence is compulsory. Advance Programme in Project Management will be an added advantage Competencies: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Ability to produce work within the set timeframe, meeting the deadlines. Ability to generate a power-point presentation, present before the audience in an articulative and eloquent manner. Ability to supervise, mentor and train technical subordinates both in the department and in municipalities.
DUTIES : Coordinating the PMST3 (Provincial Infrastructure Support technical task team) district based municipal infrastructure support programmes. Monitoring and evaluating the performance of municipalities in implementing the infrastructure management programmes (Planning, Capex and Opex programme). Coordinate and report quarterly Monitoring and Evaluation (M&E) Portfolio of Evidence (PoE), Operational Plan (OP) Key Performance Indicators. Championing the MIS directorate sector: Provincial Infrastructure Steering Committee (PISC). Assessing the quarterly performance of the Subordinates, identifying capacity gaps, skills deficiencies and recommending training needs in line with PMDS guidelines.
ENQUIRIES : Ms N. Gemby at (072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/276 : **DEPUTY DIRECTOR: MONITORING & EVALUATION SERVICES (REF. NO COGTA:04/06/2025)**

SALARY : R932 292 – R1 098 195.per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, plus undergraduate qualification (NQF level 6/7) in Monitoring & Evaluation/Internal Audit/ Public Administration. Three (03) to Five (05) years at an Assistant director /Junior Level relevant experience in a Monitoring and Evaluation/Auditing/Strategic Planning environment. Code 08 (EB) valid Driver's Licence. In-depth knowledge of strategic management, monitoring and evaluation, business planning processes, government planning frameworks, and applicable legislation and standards (including the Public Finance Management Act, Public Service Act and Regulations, NEPF of 2019, Treasury Guidelines, Framework and Guideline for Strategic Plans and Annual Performance Plans and relevant norms in the sector). Computer literacy. Thorough Knowledge of Microsoft Office. Registered member of the South Monitoring and Evaluation Association (SAMEA). competencies: Knowledge and experience of Monitoring and Evaluation Policy and Frameworks. Ability to design, develop and implement Monitoring and Evaluation systems, policies, processes and procedures. Experience in the formulation and implementation of baseline studies; monitoring and performance management and conducting evaluations. Understanding of Knowledge Management principles and learning within organisations. Experience in sector performance information, strategy management and entity oversight. Negotiation skills and report writing required.
DUTIES : Coordinate the effective implementation of Monitoring and Evaluation (M&E) frameworks, guidelines, and policies. Coordinate, develop, and maintain M&E plans for departmental programmes and projects to ensure alignment with the Department's objectives and priorities. Lead and participate in the formulation and execution of project and programme reviews, evaluations, and assessments to measure progress and outcomes. Prepare and present periodic M&E reports to programme managers. Develop and maintain performance monitoring tools, learning frameworks, and reporting instruments in compliance with departmental strategic and annual performance plans.
ENQUIRIES : Ms N. Gemby at (072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/277 : **TOWN & REGIONAL PLANNER: SPATIAL PLANNING (OSD) (REF NO: COGTA: (05/06/2025)**

SALARY : R791 604 – R849 525. per annum
CENTRE : Alfred Nzo D.S.C
REQUIREMENTS : National Senior Certificate plus undergraduate qualification (NQF level 7) in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with South African Council of Planners (SACPLAN) as a professional Town and Regional Planner on appointment. Three (3) years post qualification

Town and Regional Planning experience required Computer literacy: Microsoft word, Excell and Power Point. Valid driver's license is required. Competencies: Verbal and written communication skills. Computer skills, Negotiation skills, Conflict resolution. Ability to interpret and advise on SPLUMA issues or other developmental issues. Willing to work under pressure. Willing to travel.

DUTIES : Monitor and support municipalities to ensure effective Spatial planning in line with Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) and other relevant land related legislations. Manage and motivate allocated resources to ensure that they align and realise the Directorates objectives and Departmental goals. Assist in capacitating municipalities to administer land use management in line with SPLUMA. Assist in managing and controlling budget/ cash flow of the respective District in line with financial management prescripts, PFMA. Support the Directorate to identify, analyse and resolve risks.

ENQUIRIES : Ms N. Gemby at (072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/278 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT AND PLANNING (REF COGTA 06/06/2026)**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, plus undergraduate qualification (NQF level 6) in Public Management/ Management/Public Administration/Monitor and Evaluation. Three to Five (3-5) years' experience at supervisory level 7/8 in strategic management/planning. Knowledge of Public Service Act, (Batho Pele Principles), PFMA, and Framework and Guideline for Strategic Pans and Annual Performance Plans. Application of planning methodology. Basic project management. Strategic formulation and implementation. Public sector governance framework. Communication (verbal and written). Problem solving and analysis. Planning and organising. Knowledge management. Diversity management. Budgeting and financial management. Basic research skills. Willingness to drive long Hours. Computer literacy. Thorough Knowledge of Microsoft Office. Valid Code 08 (EB) driving license. Incumbent must have worked in strategic planning or monitoring and evaluation. Competencies: Development and operational effectiveness, good people skill & teamwork, results orientated, self-starter, presentation and communication skills.

DUTIES : Coordinate and prepare inputs/presentations and feedback regarding the strategic, annual performance plan and operational plan for COGTA. Assist with the research or review or development of relevant departmental policies pertaining to COGTA procedures to the relevant role players. Facilitate, coordinate, develop, present and maintain strategic and annual planning processes. Coordinate the development, maintain and submission of strategic, annual performance plan and operational plans. Compile reports.

ENQUIRIES : Ms. N. Gemby at 072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/279 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION SERVICES (REF COGTA 07/06/2026) (X2 POSTS)**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : A National Senior Certificate, An undergraduate qualification (NQF level 6/7) in Monitoring & Evaluation/Internal Audit/Public Administration. Three (03) toFive (05) years relevant experience in a Monitoring and Evaluation/Auditing/Strategic Planning environment at a junior managerial level (Level 7 & 8 or equivalent). Knowledge of strategic management, monitoring & evaluation, business planning processes, government planning frameworks, & applicable legislation and standards (including the Public Finance Management Act, NEPF of 2019; Public Service Act & Regulations, Treasury Guidelines, Framework and Guideline for Strategic Plans and Annual Performance Plans and relevant norms in the sector). Computer literacy. Thorough Knowledge of Microsoft Office. Code 08 (EB) valid Driver's Licence. Registered member of the South Monitoring and Evaluation Association SAMEA). The candidate must have worked within a strategic planning or M&E environment. Competencies: Knowledge and experience of Monitoring and Evaluation Policy and Frameworks. Ability to design, develop and implement Monitoring and Evaluation systems, policies, processes and procedures. Experience in the formulation and implementation of baseline studies; monitoring and performance management and conducting evaluations. Experience in sector performance information, strategy management and entity oversight. Negotiation skills and report writing required. Good people skills and teamwork, results orientated, self-starter, presentation and communication skills.

DUTIES : Assist in the effective implementation of Monitoring and Evaluation (M&E) frameworks, guidelines, and policies. Assist in coordinating, developing, and maintaining M&E plans for departmental programmes and projects to ensure

alignment with the Department's objectives and priorities. Participate in the formulation and execution of project and programme reviews, evaluations, and assessments to measure progress and outcomes. Assist in the preparation and presentation of periodic M&E reports to programme managers. Assist in developing and maintain performance monitoring tools, learning frameworks, and reporting instruments in compliance with departmental strategic and annual performance plans.

ENQUIRIES : Ms. N. Gemby at 072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/280 : **ASSISTANT DIRECTOR: COMMUNICATION MANAGEMENT (REF COGTA 08/06/2026)**

SALARY : R487 197.00 – R573 897 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, plus undergraduate qualification (NQ level 6) in Communication/ Journalism/ Public Relations. Three to Five (3-5) years' experience at supervisory level (7/8) as a Principal Communication Officer or equivalent ranks within Corporate Communication environment. Experience in Local Government Communication System, photography, media liaison, newsgathering, writing and social media management. Proficient knowledge of Microsoft packages, Ms Word, PowerPoint, Publisher, Excel and Outlook. Code EB driver's license. Must be prepared to work after hours on weekends and public holidays. Video production and editing and graphic designing.
DUTIES : Promote the effective implementation of Local Government Communication System in Municipalities and Traditional Leadership Institutions. Gather, write and edit news articles for internal, external newsletter and any other departmental publications. Update Social and Electronic Media platforms. Render translation services as and when required. Advise management on new media and communication trends. Render photographic and online services during departmental and government events. Responsible for efficient management of staff including training, maintenance of discipline, promotion of sound labour relations and proper use of state property.
ENQUIRIES : Ms. N. Gemby at 072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/281 : **ASSISTANT DIRECTOR: BUSINESS PROCESSES MANAGEMENT (REF COGTA 09/06/2026)**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, plus undergraduate qualification (NQF level 6) in Industrial Engineering, Management Services, Work-study/Industrial Psychology/Production Management/Operations Management & Public Management. Three (3) to Five (5) years' experience at supervisory level in an Organisational Development, Business Process Management and Change Management and Service Delivery Initiatives environment. A valid driver's license is required. In-depth knowledge of Business Process Management frameworks, 2015 Directive on changes to Organisational Structure and applicable legislation and standards (including the Public Finance Management Act, Public Service Act and Regulations, Treasury guidelines, Change Management Framework and Organisational Design Toolkit and Skills: Able to use Visio (Mapping of Business Processes) Analytical and problem-solving skills, Interpersonal Skills. Communication skills (including advanced report writing and presentation skills) and interpersonal skills and Research skills. Computer literacy (Able to use Visio in mapping business processes). Valid Code 08 (EB) driving license. Incumbent must have worked in Organisational Development field. competencies: Knowledge of the Business Process Management processes, Job Evaluation Principles, Organisational Design Tool Kit, Principles of organization Development, Project management principles, Strategic management principles, Performance management principles, Diversity management principles. Skills- Research Report writing, Interpersonal relations, Analysing and Presentation. Values/Attributes- Interpersonal relations, Integrity, Responsive, Courteous teamwork and Responsible.
DUTIES : Provide business efficiency enhancement services. Facilitate and conduct business process improvement initiatives. Conduct organisational functionality assessments of department internal systems and processes. Conduct an assessment department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework.
ENQUIRIES : Ms. N. Gemby at 072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/282	:	**ADMIN CLERKS TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT COORDINATION (12 POSTS)**
SALARY	:	R237 453 - R279 708. per annum (Level 05)
CENTRE	:	Maluti Region X1: Matandela Traditional Council (REF No: COGTA 10A/06/2026) Dalindyebo Region X2: Xesibe Traditional Council (REF. NO: COGTA10/06/2026) Hala Traditional Council (REF. NO: COGTA: 10C/06/2026) Western Thembuland Region X2: Ncuncuzo Traditional Council (REF.NO COGTA 10D/06/2026) Qamata Basin Traditional Council (REF. COGTA NO: 10E/06/2026) Rharhabe Region X 2: Amajingqi Traditional Council (REF. NO COGTA:10F/06/2026) Amarheledwane Traditional Council (Ref. COGTA: 10G/06/2026) Qaukeni Region X2: Amatshangase Traditional Council (REF.COGTA NO10H/06/2026) Amandengane Traditional Council (REF. COGTA: 10i/06/2026) Nyandeni Region X1: Malungela Traditional Council (REF.NO: COGTA 10J/06/2026) Sterkspruit Region X1: Hlubi Traditional Council (REF. NO: COGTA 10K/06/2026) Emboland Region X1 Amampondomise Asentshonalanga Traditional Council (REF. NO: COGTA:10L/06/2026)
REQUIREMENTS	:	National Higher Certificate/Diploma (NQF Level 5) with no experience or Senior Certificate (NQF level 4). 1 (one) to two (2) years' experience. Computer literacy Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook etc. Valid Code 8 Driver's License. Preference will be given to applicants residing in the area of jurisdiction of the Traditional Councils. Competencies: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus. Report writing skills, facilitation, and co-ordination.
DUTIES	:	Coordinate meetings between Traditional Council and other stakeholders. Coordinate Traditional Council meetings. Provide secretarial support in meetings of Traditional Councils. Promote cooperative governance between Traditional Council, Municipalities, and other stakeholders. Facilitate Involvement of Traditional Councils in identification of community needs and involvement of traditional community in development or amendment of integrated development plan of the municipality under the jurisdiction of the Traditional Council. Facilitate participation of Traditional Council in development of policies and by-laws at local level. Facilitate and coordinate meetings of the Traditional Council with Traditional Community. Promote compliance by Traditional Leaders and Traditional Council members with all available pieces of legislation and policies. Manage finances including cash management of Traditional Council the funds, financial statements, monthly returns, vouchers for payment, compilation of estimates of revenue and expenditure. Manage records/documents of Traditional Councils.
ENQUIRIES	:	Ms N. Gemby at (072 657 6518) e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
POST 22/283	:	**DRIVER: SARAH BAARTMAN & NELSON MANDELA BAY METRO (REF COGTA 11/06/2026)**
SALARY	:	R201 093 – R236 877. per annum (Level 04)
CENTRE	:	Sarah Baartman DCS
REQUIREMENTS	:	Grade 10/Standard 8. Two (2) years' experience as a driver. Valid code 14 drivers' license with PDP. Competencies: Knowledge of Road Traffic Management Act. Proven clients focus and Orientation. Sound Interpersonal and communication skills. Extensive travelling is required and willingness to work extended hours in province's municipal areas to deliver water.
DUTIES	:	Provide driving/messenger services for small vehicles and trucks. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage, fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Collect and distribute documents. Ensure proper and secure control over movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Report vehicle faults to call centre and ensure vehicle maintenance is carried out.
ENQUIRIES	:	Ms. N. Gemby at 072 657 6518) e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
POST 22/284	:	**GENERAL WORKER: TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT: AMAMPONDOMISE KINGSHIP (REF. NO COGTA 12/06/2026)**
SALARY	:	R144 024 – R169 656.per annum (Level 02)
CENTRE	:	Qumbu
REQUIREMENTS	:	ABET level 4 (Grade 9) / NQF level 1-3. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc. Code 8 valid driver's license.

Competencies: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus.

DUTIES : Sweeping, mopping, taking out trash and cleaning communal areas like kitchens and rest rooms. Setting up coffee/tea /drink stations and providing refreshments during meetings and workshops. Assist requesting office supplies and cleaning materials. Arrange boardroom layout, moving furniture and cleaning venues before and after gatherings/meetings.

ENQUIRIES : Ms N. Gemby at (072 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 22/285 : **MACHINE OPERATOR: KNOWLEDGE AND RECORDS MANAGEMENT SERVICES (REF COGTA 13/06/2026)**

SALARY : R144 024 – R169 656 per annum (Level 02)

CENTRE : Bhisho

REQUIREMENTS : ABET Level 4 (NQF1-3). Good Interpersonal Skills. Excellent Communication Skills (Verbal and written). Ability to operate a photocopy machine. Ability to work under pressure. Sound interpersonal relations and good customer care. Ability to maintain confidentiality. Competencies: Understanding of the work in registry. Basic Numeracy and literacy. Ability to operate reprographic machinery. Knowledge of two Official Languages skills (isiXhosa and English). Communication skills. Writing skills. Organising skills Interpersonal skills.

DUTIES : Operate the photocopier machines (adhere to the stipulations and safe measures as presented by the Occupational, Health and Safety Act). Make photocopies for staff. Report any malfunctioning of photocopier machines to supervisor. Keep records of photocopier machine activities. Scanning of documents. Binding and laminating of documents. Deliver Photostats etc. to designated destinations. Provide counter service. Receive the request form & documents. Record documents received & delivered in a register. Contact client or deliver when documents are ready. Attend to counter queries. Maintenance on the photocopier machine. Perform minor maintenance the photocopier machine. Identify record and arrange for the repair of defect to the machine. Arrange for the servicing of & repair to the machine. Arrange for installation, moving of reprographic machinery. Undertake the general maintenance & cleaning of the machine. Ensure that photocopying material& equipment are stored securely. Arrange for the re-ordering of copy papers, staples and toners.

ENQUIRIES : Ms. N. Gemby at 072 657 6518)
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

DEPARTMENT OF COMMUNITY SAFETY

It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given a preference and no hand delivery or posted applications will be accepted.

APPLICATIONS : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@safetyec.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

FOR ATTENTION : Ms B. Mndindwa or Ms L. Mazwi

CLOSING DATE : 10 July 2026. No late applications will be accepted

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be

subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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. 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. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.

OTHER POSTS

POST 22/286 : **PERSONAL ASSISTANT: HOD'S OFFICE REF: DOCS: 01/06/2026**

SALARY : R388 106 - per annum (Level 7)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and appropriate national Diploma (NQF Level 6) as recognised by SAQA in Public Admin or Management/ Office Management/ Secretarial Diploma qualification. A minimum of 1-2 years of relevant experience in rendering administrative support to senior management. A valid south African driver's licence. Competence: Excellent proficiency in Microsoft Office suite and computer literacy at advanced level. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to analyse documents. Communication: verbal and written, Interpersonal and Conflict resolution.
DUTIES : Act as the first point of contact for HOD and maintain the effective working of the office. Provide administrative secretarial/receptionist support service to HOD. Manage diaries by scheduling, prioritizing and managing appointments, travel arrangements and preparations for meetings. Provide the secretariat services in the HOD's Office. Screening phone calls, inquiries and requests, and handling them when appropriate. Manage correspondence, track incoming and outgoing correspondence and ensure replies are produced within the required timeframe. Scrutinise routine submissions / reports and make notes and/or recommendations for the HOD; respond to enquiries received from internal and external stakeholders; draft documents as required. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of HOD. Record minutes/decisions and communicate to relevant role-players, following up on progress made. Monitor the HOD's Office Budget, keeping record of expenditure commitments, monitoring expenditure, and alerting the manager of possible over- and underspending; checking and correlating BAS reports to ensure that expenditure is allocated correctly. Provide support to other members of the Branch as necessary. Maintain systems and procedures to support the efficient running of the office. Maintain the highest level of confidentiality and adherence to policies and procedures.
ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709)
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 22/287 : **PERSONAL ASSISTANT: CORPORATE SERVICES REF: DOCS: 02/06/2026**

SALARY : R388 106 - per annum (Level 7)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and appropriate national Diploma (NQF Level 6) as recognised by SAQA in Public Admin or Management/ Office Management/ Secretarial Diploma qualification. A minimum of 1-2 years of relevant experience in rendering administrative support to senior management. A valid south African driver's licence. Competence: Excellent proficiency in Microsoft Office suite and computer literacy at advanced level. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to analyse

documents. Communication: verbal and written, Interpersonal and Conflict resolution.

DUTIES : Act as the first point of contact for Chief Director and maintain the effective working of the office. Provide administrative secretarial/receptionist support service to Chief Director. Manage diaries by scheduling, prioritizing and managing appointments, travel arrangements and preparations for meetings. Provide the secretariat services in the Chief Directors' Office. Screening phone calls, inquiries and requests, and handling them when appropriate. Manage correspondence, track incoming and outgoing correspondence and ensure replies are produced within the required timeframe. Scrutinise routine submissions / reports and make notes and/or recommendations for the Chief Director; respond to enquiries received from internal and external stakeholders; draft documents as required. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director. Record minutes/decisions and communicate to relevant role-players, following up on progress made. Monitor the Chief Director's Office Budget, keeping record of expenditure commitments, monitoring expenditure, and alerting the manager of possible over- and underspending; checking and correlating BAS reports to ensure that expenditure is allocated correctly. Provide support to other members of the Branch as necessary. Maintain systems and procedures to support the efficient running of the office. Maintain the highest level of confidentiality and adherence to policies and procedures.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709)
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 22/288 : **ADMNISTRATION CLERK – SUPERVISOR REF: DOCS: 03/06/2026**

SALARY : R388 106 - per annum (Level 7)
CENTRE : Nelson Mandela Metro
: Bhisho

REQUIREMENTS : National Senior Certificate and appropriate national diploma (NQF Level 6) as recognised by SAQA in Public Admin or Management/ Office Management/ Secretarial Diploma qualification. A minimum of 1-2 years of relevant experience and a valid south African driver's licence. Competence: Knowledge of Microsoft Office suite literacy at intermediate level. Computer Skills, Secretarial skills, administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution.

DUTIES : Provide administrative support to the district. Keep records of all relevant documents and fille them accordingly. Facilitate payment of safety patrollers. Exercise control over the expenditure and maintenance of the district expenditure. Support Services on Asset and Fleet Management Services in the district. Arrange travelling and accommodation. Provide support and supervise on Supply Chain Management related matters within the district. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide Personnel Administration Clerical Support Services within the District. Manage staff performance and other human related issues. Assist with the implementation of policies and procedures to minimize risks of losses and promotion of effective management of district assets. Update registers and statistics. Handle routine enquiries. Maintain and update district asset register. Perform stock counting, verification and evaluation of the district assets. Perform asset reconciliation with accounting systems. 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.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709) For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 22/289 : **SUPPLY CHAIN MANAGEMENT CLERK REF: DOCS: 04/06/2026**

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

REQUIREMENTS : National Senior Certificate with 0 working experience and a national diploma (NQF Level 6) in Supply Chain Management /Accounting/Finance/Auditing/ Management/ Public Administration or Management. Knowledge of BAS and LOGiS will serve as an added advantage. Competence: supply chain Management processes, Public Finance management Act, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts.

DUTIES : Procurement source documents are verified and captured, once approved, the order is timeously placed with the supplier, in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Procurement is done in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Create and print orders on LOGIS system. Sourcing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system.

ENQUIRIES : Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709)
For e-Recruitment Enquiries email to: erecruitment@safetyec.gov.za

POST 22/290 : **FINANCE CLERK REF: DOCS: 05/06/2026**

SALARY : R237 453 - per annum (Level 5)
CENTRE : BHISHO
REQUIREMENTS : National Senior Certificate with 0 working experience in and a national diploma (NQF Level 6) in Finance/Financial Accounting / Cost and Management Accounting will be added advantage. Skills: teamwork, communication (verbal and writing) interpersonal relations, flexibility, computer skills, accuracy, aptitude of figures, basic numeracy skills. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of basic financial operating systems (BAS, LOGIS, PERSAL etc.). Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual)
DUTIES : Receive order batch for processing payments. Check and verify invoices for correctness. Prepare and maintain Payment Monitoring Tool. Prepare creditor's reconciliation. Compile payment vouchers. Capture payments on both BAS and LOGIS systems. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Affix "PAID" stamp on all paid payment vouchers. Filing and safekeeping of payment vouchers. Retrieve payment vouchers requested by both internal and external auditors. Attend to service provider's queries.
ENQUIRIES : Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709)
For e-Recruitment Enquiries email to: erecruitment@safetyec.gov.za

POST 22/291 : **MESSENGER / DRIVER REF: DOCS: 06/06/2026**

SALARY : R201 093 per annum (Level 4)
CENTRE : Bhisho
REQUIREMENTS : Grade 12 or Matric Certificate. A minimum of 0 - 1 year driver/messenger working experience and a Valid SA Driver's license (Code 10/C1). Professional Driver's Permit (PDP). National Traffic Regulations. Knowledge of messenger/driver processes and procedures. Experience in handling confidential and classified documents. Knowledge of local routes and Traffic Laws. Ability to assess condition / road worthiness of motor vehicles to ensure safety of self and passengers. Communication (verbal & written skills). Interpersonal, customer orientated and time management. Driving skills.
DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (e.g. Mail and Documents). Transport passenger/s and other items to the correct destination. Shuttling employees to various destinations for official purposes. Perform pre and post inspection to the vehicle. Deliver, collect and distribute official documents, mail and parcels to the correct destination. Adhere to safety protocols and driving regulations. Check vehicle each time before driving e.g. oil, water etc). Refer vehicle when due for service, report mechanical defects to the supervisor and always keep the vehicle clean. Obtain authorisation for vehicle use, complete the required documentation and always keep all receipts and necessary prescribed records and logbooks. Assist with the checking of logbooks. Collect and deliver documentation and related items in the department. Copy and e mail transport documents. Assist in the registry office, assist with any other duties delegated by the supervisor. Assist with transport filing and signing delivery notes services: Enquiries: Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709) For e-Recruitment Enquiries email to: erecruitment@safetyec.gov.za

INTERNSHIP PROGRAMME 2026/27-2027/8 (24 MONTHS)

NOTE : The Department of Community Safety is offering an internship programme. The programme will be for a non-renewable period of 24 months. Unemployed Graduates are invited to apply and be in possession of the National Diploma / Degree as indicated in the requirements below. Applicants who previously underwent or are currently on an internship programme will not be considered.

OTHER POST

POST 22/292 : **INTERN: LABOUR RELATIONS REF NO: DoCS: 07/06/2026**

SALARY : R98 097 per annum
CENTRE : Bhisho.
REQUIREMENTS : National Diploma/Degree in Labour Relations / Labour Law / Human Resource Management / Industrial Psychology. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

ENQUIRIES : can be directed to Ms. B. Mndindwa /Ms. L. Mazwi at (079 284 6709)
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.

APPLICANTS : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: Recruitment@dedea.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

CLOSING DATE : 10 July 2026. No late applications will be accepted

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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. 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. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Enquiries: Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za

MANAGEMENT ECHELON

POST 22/293 : **DIRECTOR: ECONOMIC RESEARCH & PLANNING REF. DEDEAT/2026/06/01**

SALARY : R1317 384 – R1 551 807 per annum (Level 13)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate plus NQF Level 7 (B- Degree/ Advanced Diploma) in Economics / Developmental Sciences/ Statistics or related. 5 years' experience within Economic Development field at middle management or Senior Management level. Post graduate qualifications will be an added advantage. The following skills, knowledge, and attributes are required: Public Service Act, Public Service Regulations, Strategic Planning, Applied Strategic Thinking, Budgeting

and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems A valid driver's licence is required.

DUTIES : Undertake and facilitate economic research. Profile, coordinate and consolidate the provincial research agenda. Manage key stakeholder relations in conducting and benchmarking economic research. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity target: Coloured Male

POST 22/294 : **DIRECTOR: DISTRICT SERVICES - OR TAMBO DISTRICT REF. DEDEAT/2026/06/02**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13)
CENTRE : OR Tambo District
REQUIREMENTS : National Senior Certificate plus NQF Level 7 (B- Degree/ Advanced Diploma) in Economics, Business Management, Public Administration, Environmental Management Sciences or equivalent 5 years relevant experience at middle management or senior management level. Nyukela SMS Pre-Entry Certificate. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Public Service Act, Public Service Regulations, Strategic Planning, Strategic Capabilities, Leadership skills, Analytical skills, Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Time Management, Planning and Organizing. A valid driver's licence is required.

DUTIES : Strategically lead inter-governmental relations within the areas of economic development and environmental management in the District. Direct and manage at a strategic level the implementation of regional and local economic; and business, development policies, strategies and instruments within the district, including economic empowerment initiatives. Coordinate the provisioning of integrated environmental management services within the District. Coordinate with Entities at the National Level and the DEDEAT Group for the equitable delivery of economic and business development services to clients in the District. Coordinate processes within the District to source reliable statistical economic and business data; secure environmental management data for inclusion in DEDEAT's information management systems; and develop and maintain a consolidated information database/information hub. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity target: African Male

POST 22/295 : **DIRECTOR: HR MANAGEMENT & DEVELOPMENT REF. DEDEAT/2026/06/03**

SALARY : R1 317 384 – R 1 551 807 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus NQF Level 7 (B- Degree/ Advanced Diploma) in Human Resource Management/ Human Resource Development /Industrial Psychology / Labour Relations / Public Management. NQF Level 8 is an added advantage. Registration with a relevant professional board/body will be an added advantage. A valid driver's licence is required. Minimum 5 years of experience at a middle/senior managerial level covering the HRM&D value chain (resourcing & benefits, labour relations, PMDS & skills, EHW & OHS). Exposure to OD/JE interfaces is advantageous. The following skills, knowledge, and attributes are required: Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act etc. Strategic Capabilities, Leadership skills, Analytical skills, Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Time Management, Planning and Organizing.

DUTIES : Manage and direct the provisioning of human resource strategy, policy, systems development and planning services. Manage and direct performance management, skills development and talent pipelines that support service delivery needs. Manage and direct human resource provisioning practices and the administration of service benefits. Manage the provisioning of employee relation services. Manage the provisioning of integrated employee wellness services. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909

For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity target: Indian Male

POST 22/296 : **DIRECTOR: LOCAL & REGIONAL ECONOMIC DEVELOPMENT (LRED) REF. DEDEAT/2026/06/04**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus NQF Level 7 (B- Degree/ Advanced Diploma) in Economics, Development Studies, Regional and Urban Planning, Public Administration or Business Management. Post Graduate qualification in Economic Development, Regional Planning or related field, Membership of Professional Economic/LED bodies will be an added advantage. 5 years relevant experience at middle management or Senior Management level. A valid driver's license required. The following skills, knowledge, and attributes are required: PFMA, Treasury Regulations, PEDS, National LED Framework, BBEEE, SPLUMA, Public Service Act, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance, Intergovernmental Relations Framework, project management, monitoring and evaluation, stakeholder engagements, negotiation and partnership building, Report Writing skills, Financial Management, Advanced Computer Literacy, Planning and Organizing, Interpersonal skills.
DUTIES : Manage Strategy and Programme development, develop, review and implement Provincial and regional economic development strategies, policies and frameworks. Promote spatial economic growth and competitiveness in alignment with national, provincial and local development priorities. Manage Municipal & Regional Support and Project Packaging, Provide Technical and Capacity support to Municipalities and Regional structures to plan, package and implement Economic Development initiatives. Manage LRED Fund and Programme Oversight, Provide post investment monitoring, evaluation and impact assessment of funded projects. Ensure accountability, transparency and efficient utilisation of financial resources in line with PFMA and Treasury Regulations. Establish and strengthen partnerships and Intergovernmental coordination with Municipalities and Provincial Departments (COGTA), Enterprise Development and BRAG, National Departments, Public entities, Development agencies, private sector, academic institutions, and Business associations. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE : Employment Equity target: Indian Male

OTHER POSTS

POST 22/297 : **DEPUTY DIRECTOR: INTEGRATED ECONOMIC DEVELOPMENT (X2 POSTS)**

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : Sarah Baartman District: Ref. DEDEAT/2026/06/05
Alfred Nzo District: DEDEAT/2026/06/06
REQUIREMENTS National Senior Certificate plus NQF Level 7 (Bachelor's Degree/ Advanced Diploma) in Economics/ Business Management / Business Administration/ Business Development Studies / LLB or equivalent 3 years' experience at Assistant Director level or Junior Management level The following skills, knowledge, and attributes are required: Public Service Act, Public Service Regulations, Strategic Planning, Strategic Capabilities, Leadership skills, Analytical skills, Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Time Management, Planning and Organizing. A valid driver's licence is required.
DUTIES : Develop policies, guidelines, norms and standards. Manage the promotion and coordination of integrated economic development, and governance. Monitor and evaluate economic development activities, business regulation and governance. Ensure management of capacity building programmes. Facilitate promotion, protection and enforcement of consumer rights. Manage and perform administrative and related functions
ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE : Employment Equity target:
Sarah Baartman District: Coloured Female
Alfred Nzo District: African Male

POST 22/298	:	**DEPUTY DIRECTOR: LABOUR RELATIONS REF. DEDEAT/2026/06/07**
SALARY	:	R932 292 - R1 098 195 per annum (Level 11)
CENTRE	:	Head Office
REQUIREMENTS	:	National Senior Certificate plus a B Degree (NQF L7) in Human Resource Management /Labour Relations or equivalent qualifications. A minimum of 3 years' relevant Labour Related experience, of which 3 years should be at Assistant Director level. The following skills, knowledge and attributes are required: Labour Relations Act, Disciplinary Code, Public Service Act, 1994 as amended by Act 30 of 2007, PFMA, Industrial Policy, Communication, Report Writing skills, Computer Literacy, Project Management, Financial management, Management and leadership skills, Planning and Organizing. Valid driver's license is required.
DUTIES	:	Manage, coordinate the provisioning and development of Labour Relations Policies and implementation of a departmental negotiation framework. Manage and coordinate the provisioning, of managing consultation services. Supervise the provisioning of grievances and disputes resolution processes. Supervise the provisioning of disciplinary processes. Supervise the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives. Perform and manage administrative and related functions
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity target: African Male/PWD
POST 22/299	:	**DEPUTY DIRECTOR: AGRO PROCESSING REF. DEDEAT/2026/06/08**
SALARY	:	R932 292 – R1 098 195 per annum (Level 11)
CENTRE	:	Head Office
REQUIREMENTS	:	National Senior Certificate plus a B Degree (NQF L7) in Agriculture and related. 3 years' experience at Assistant Director level/ junior management level. The following skills, knowledge and attributes are required: Public Service Act, 1994 as amended by Act 30 of 2007, PFMA, Special Economic Act, Industrial Policy, Communication, Report Writing skills, Computer Literacy, Project Management Financial management, Management and leadership skills, Planning and Organizing. A valid driver's license is required.
DUTIES	:	Analyse the Agro-processing sector and identify opportunities for development within the sector for the Eastern Cape. Provide specialised Agro processing industry and sector advisory. Coordinate the provisioning of sector specific development services and projects. Manage and perform administrative and related functions
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity target: Indian Male/PWD
POST 22/300	:	**DEPUTY DIRECTOR: MANUFACTURING REF. DEDEAT/2026/06/09**
SALARY	:	R932 292 – R1 098 195 per annum (Level 11)
CENTRE	:	Head Office
REQUIREMENTS	:	National Senior Certificate plus a B Degree (NQF level 7) in Business Development Studies/ Engineering/ Operations management. A minimum of 3 years relevant experience as Assistant Director in the manufacturing development field or similar. The following skills, knowledge and attributes are required: Public Service Act, 1994 as amended by Act 30 of 2007. PFMA, Special Economic Act, Industrial Policy, Communication, Report Writing skills, Computer Literacy, Project Management, Financial management, Management and leadership skills, Planning and Organizing. A valid driver's license is required.
DUTIES	:	Provide technical support on manufacturing sector development, Facilitate research in support of manufacturing sector development and coordination, Facilitate and provide technical and institutional support to relevant provincial and local government and agencies and related projects in the field of manufacturing, Facilitate the coordination of the manufacturing sector in the Eastern Cape, Manage and perform administrative and related functions
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity target: Indian Female/PwD
POST 22/301	:	**ASSISTANT DIRECTOR WEB DEVELOPMENT REF. DEDEAT/2026/06/10**
SALARY	:	R487 197 – R573 897 per annum (Level 9)
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate plus a National Diploma (NQF Level 6) in Computer Science / Information Systems /Information Technology (with Web Development as specialisation) as recognised by SAQA. 3 Years' relevant experience at salary

level 7/8 in the area of Systems Development; Application Development, Software Development and/or Programming. Supervisory experience will be an added advantage. Valid driver's Licence is required.

DUTIES : The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: Public Service Act, Public Service Regulations, Visual Studio.NET, ASP, Databases (Ms SQL 2005/2008R2), IIS 6.0 or IIS 7.0, JavaScript and SDLC. Knowledge and experience of Microsoft SharePoint 2007/2010, MySQL, HTML, Security and Cross-browser compatibility, Advanced Technical Aptitude and knowledge of Web Technologies, Knowledge of effective Web authoring practices and presentation techniques. Knowledge of relevant web software as well as Graphics Applications and Techniques, Typographic and Graphic Design Techniques, Photography and illustration

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity target: Coloured Male/Person with Disabilities

POST 22/302 : **ASSISTANT DIRECTOR: CONSUMER PROTECTION REF. DEDEAT/2026/06/11**

SALARY : R487 197– R573 897 per annum (Level 9)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus a National Diploma NQF level 6 in Consumer Science / Consumer Affairs/ Law /Relevant Qualification. 3 years experience at supervisory level or SL7/8. The following skills, knowledge, and attributes are required: Eastern Cape Consumer Protection Act, Consumer Protection Act etc. Public Finance Management Act, Public Service Act, Treasury Regulation Problem Analysis, Influence, Communication, Interpersonal Relations and Networking, Time Management, Planning and Organising, Report Writing. A valid driver's licence is required.

DUTIES : Manage and co-ordinate the development and the implementation of a targeted provincial consumer awareness strategy by districts and stakeholders. Oversee and coordinate the escalation of unresolved or systemic complaints to the Consumer Protector and relevant regulatory bodies and provide guidance to district offices on escalation protocols. Manage and direct the development and maintenance of an effective and efficient administration system to manage consumer protection initiatives and complaints. Supervise administrative and related functions

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Target: Coloured Female

POST 22/303 : **ASSISTANT DIRECTOR: CONSUMER PROTECTION (X2 POSTS)**

SALARY : R487 197– R573 897 per annum (Level 9)
CENTRE : Chris Hani District: Ref. DEDEAT/2026/06/12
Sarah Baartman District: Ref. DEDEAT/2026/06/13

REQUIREMENTS : National Senior Certificate plus a National Diploma NQF level 6 in Consumer Science / Consumer Affairs/ Law /Relevant Qualification. 3 years' experience at supervisory level or SL7/8. The following skills, knowledge, and attributes are required: Eastern Cape Consumer Protection Act, Consumer Protection Act etc. Public Finance Management Act, Public Service Act, Treasury Regulation Problem Analysis, Influence, Communication, Interpersonal Relations and Networking, Time Management, Planning and Organising, Report Writing. A valid driver's licence is required.

DUTIES : Manage and direct the development and the implementation of a targeted district consumer awareness strategy, Manage and direct the provisioning of technical assistance to consumers to resolve complaints, Manage and direct the development and maintenance of an effective and efficient administration system for the area of operation to manage consumer protection initiatives and complaints. Supervise the allocated resources of the Division in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Targets
Chris Hani District: White Male
Sarah Baartman District: Coloured Male

POST 22/304 : **INVESTIGATOR: OFFICE OF CONSUMER PROTECTOR REF. DEDEAT/2026/06/14**

SALARY : R487 197– R573 897 per annum (Level 9)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus a relevant National Diploma (NQF level 6) in

		Business Practice, Dispute Resolution / Law / Policing or relevant Consumer Studies, 3 years' relevant experience at salary level 7/8, Supervisory experience will be an added advantage, The following skills, knowledge, and attributes are required Deep knowledge of a wide range of work procedures such as: Eastern Cape Consumer Protection Act, and Consumer Protection Act etc. Problem analysis, Influence, Communication, Interpersonal relations and networking, Time Management, Planning and Organizing, Report writing. A valid driver's licence is required.
DUTIES	:	Investigate "transversal" adverse business practices and cartel formations affecting fair, accessible and sustainable marketplace for consumer products and services within the Province Develop and maintain monitoring and evaluation instruments to identify adverse transversal business practices in the Province Develop and maintain an effective and efficient system for the investigation of priority transgressions, Perform admin related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity Target: Coloured Male
POST 22/305	:	**ASSISTANT DIRECTOR: LOCAL & REGIONAL DEVELOPMENT (LRED) (X 3 POSTS)**
SALARY	:	R487 197 – R573 897 per annum (Level 9)
CENTRE	:	Chris Hani District: Ref. DEDEAT/2026/06/15 Joe Gqabi District: Ref. DEDEAT/2026/06/16 OR Tambo District: Ref. DEDEAT/2026/06/17
REQUIREMENTS	:	National Senior Certificate plus a National Diploma (NQF level 6) in Economics/ Business Administration/ Development Studies/ Entrepreneurship/ Business Management/LED and/ or relevant qualification, The following skills, knowledge, and attributes are required: Public Service Regulations, Public Service Act, Public Service Regulations etc. Code of Conduct, Basic Condition of Employment, Cooperative Act, Local Economic Development Act. A valid driver's licence is required.
DUTIES	:	Supervise the implementation of economic development policies, programmes and instruments within the District, Provide technical support to the District Municipality and Local Municipalities with the development of IDP strategies and objectives aimed at targeted economic development strategies, programmes and projects, Perform monitoring and evaluation processes to determine the impact of economic development instruments within the District Municipality and Local Municipalities, Provide economic development advocacy and empowerment services for the District Municipality and Local Municipalities, Perform and manage administrative and related functions
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity Targets Chris Hani District: Coloured Female Joe Gqabi District: African Male OR Tambo District: Coloured Male
POST 22/306	:	**ASSISTANT DIRECTOR: LOSS CONTROL & ANTI CORRUPTION REF. DEDEAT/2026/06/18**
SALARY	:	R487 197– R573 897 per annum (Level 9)
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate plus a National Diploma (NQF Level 6) or equivalent in law / investigations and /or relevant qualification. Designation and membership as a Certified Fraud Examiner / Ethics Officer / Compliance Officer / Certified Risk Officer. 3 Years' experience at salary level 7/8 in Law / Investigations. Supervisory experience will be an added advantage. The following skills, knowledge, and attributes are required: Deep knowledge of a wide range of work procedures such as: Investigations, policy development, application of the relevant legislative procedures, Fraud and corruption prevention, Problem analysis, Influence, Communication, Interpersonal relation and networking, Time Management, Planning and Organizing, Report writing, knowledge in computer applications. A valid driver's licence is required.
DUTIES	:	Provide technical assistance with the development of- and facilitate processes to ensure the implementation of DEDEAT'S loss control policy instruments by line managers. Provide technical assistance with the development of- and facilitate processes to ensure the implementation of DEDEAT'S Anti- Corruption Strategy by line managers. Investigate instances of loss and corruption in DEDEAT. Supervise administrative and related functions
ENQUIRIES		Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity Target: African Male

POST 22/307	:	**INVESTIGATOR: COMPLIANCE & ENFORCEMENT REF. DEDEAT/2026/06/19 (X 2 POSTS)**
SALARY	:	R487 197– R573 897 per annum (Level 9)
CENTRE	:	Head Office
REQUIREMENTS	:	National Senior Certificate plus a National Diploma (NQF L6) in (Policing/ Law/Forensic Investigation/ Criminology and related studies). 3 Years operational experience in the space of criminal investigation. The following skills, knowledge and attributes are required: NEMA - Ciskei Act- Transkei Decree-Cape Ordinance, Problem analysis, Influence, Communication, Interpersonal relation and networking, Time Management, Planning and Organizing, Report writing. Valid driver's license is required.
DUTIES	:	Organize and Participate in Overt and Covert Investigations and Operations in line with the approved SOPs. Plan, coordinate and render compliance monitoring. Ensure cooperative governance with other Law Enforcement Agencies. Perform administrative and related functions
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity target: White Male, Coloured Male/PWD
POST 22/308	:	**SUSTAINABLE ENERGY ANALYST REF. DEDEAT/2026/06/20**
SALARY	:	R487 197 – R573 897 per annum (Level 9)
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate plus a National Diploma / B-Degree (NQF 6/7) qualification in the fields of Science /Engineering. 3 Years' experience related to sustainable energy development. Valid Driver's license. Supervisory experience will be an added advantage. Post Graduate Qualifications will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of the sustainable energy sector such as: Sustainable Energy Technologies; and Institutional and legislative frameworks related to sustainable energy, Problem analysis, Influence, Communication, Interpersonal relation and networking, Time Management, Planning and Organizing, Report writing. Valid driver's license is required.
DUTIES	:	Provide technical support on Energy Development. Assist in the coordination and facilitation of sustainable energy programs and processes. Provide support on institutional structures. Perform and manage administrative and related functions
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity target: White Female
POST 22/309	:	**CONTROL ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL MANAGEMENT (X3 POSTS)**
SALARY	:	R636 978– R728 646 per annum (OSD). An appropriate salary will be determined according to the regulatory framework (based on OSD).
CENTRES	:	Alfred Nzo District: Ref. DEDEAT/2026/06/21 Amathole District: Ref. DEDEAT/2026/06/22 OR Tambo District: Ref. DEDEAT/2026/06/23
REQUIREMENTS	:	A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. 6 years post- qualification. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Knowledge of Relevant legislation and frameworks, Public Service Act, Public Service Regulations, PFMA, NEMA, NEMBA, Well-developed communication and reporting skills, Strong planning, coordination, and project management skills, Financial and budgeting knowledge, including technical and financial reporting, Good interpersonal relations, ability to work independently and in a team, ability to work under pressure, and Computer literacy.
DUTIES	:	Manage and coordinate the provisioning of conservation services and ensure the sustainable use of the area of operation's biodiversity and coastline. Manage and coordinate the provisioning of environmental empowerment and projects services. Manage and coordinate the provisioning of environmental impact, waste management and coordinate the implementation of sustainable air quality services. Manage and coordinate the provisioning of environmental compliance and enforcement management services. Perform and manage administrative and related functions
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity Targets: Alfred Nzo District: African Female Amathole District: Indian Male/Person with Disabilities OR Tambo District: African Female

POST 22/310	:	**CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE REF. DEDEAT/2026/06/24**
SALARY	:	R636 978 – R728 646 per annum (OSD). An appropriate salary will be determined according to the regulatory framework (based on OSD).
CENTRE	:	Bhisho
REQUIREMENTS	:	A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences, Environmental Management, Nature Conservation, Environmental Law, Climate Change, or Renewable Energy Studies. A minimum of 6 years' post-qualification experience in the climate change environment or related field. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Knowledge of Relevant legislation and frameworks (National Environmental Management Act, Climate Change Act, NEMBA, Public Service Act, Public Service Regulations, PFMA and Treasury Regulations), Policy development processes and implementation, and Climate change mitigation and adaptation issues, including South Africa's Greenhouse Gas (GHG) emission profile, Just Transition policy priorities, and energy transition frameworks. Skills and competencies: Well-developed communication and reporting skills, Strong planning, coordination, and project management skills, Financial and budgeting knowledge, including technical and financial reporting, Good interpersonal relations, ability to work independently and in a team, ability to work under pressure, and Computer literacy. Added advantage: Experience in integrating climate change considerations into municipal planning and development frameworks.
DUTIES	:	Provide and coordinate integrated climate change management planning and development practices. Develop and maintain integrated climate change management policy, legislation and regulations. Coordinate the implementation of climate change management-related policies and regulations, monitor, evaluate and report on the impact thereof. Develop and maintain an integrated climate change information management system. Perform and manage administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity Target: Indian Female
POST 22/311	:	**CONTROL ENVIRONMENTAL OFFICER GRADE A: COMPLIANCE & ENFORCEMENT (X 2 POSTS)**
SALARY	:	R636 978 – R728 646 per annum (OSD). An appropriate salary will be determined according to the regulatory framework (based on OSD).
CENTRE	:	Bhisho: Ref. DEDEAT/2026/06/25 Joe Gqabi District: Ref: DEDEAT/2026/06/26
REQUIREMENTS	:	A National Senior Certificate Plus a 4-year degree or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation/Environmental Law and related. 6 years post-qualification. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Knowledge of Relevant legislation and frameworks (National Environmental Management Act, Climate Change Act, NEMBA, Public Service Act, Public Service Regulations, PFMA and Treasury Regulations), well-developed communication and reporting skills, Strong planning, coordination, and project management skills, Financial and budgeting knowledge, including technical and financial reporting, Good interpersonal relations, ability to work independently and in a team, ability to work under pressure, and Computer literacy.
DUTIES	:	Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies and guidelines Plan, coordinate and render Compliance Monitoring, Manage Compliance Enforcement operations, Manage compliance promotion / awareness. Perform and manage administrative and related functions
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE		Employment Equity Target: Bhisho: White Male/Person with disabilities Joe Gqabi District: African Male
POST 22/312	:	**LEGAL ADMIN OFFICER MR5 REF. DEDEAT/2026/06/27 (X2 POSTS)**
SALARY	:	R483 219 – R685 812 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	Bhisho
REQUIREMENTS	:	National Senior Certificate plus an LLB Degree (NQF L7) or equivalent qualification. At least 8 years' appropriate post-qualification legal experience. Admission as an Attorney / Advocate will be an added advantage. The following

skills, knowledge, and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills, good writing, and communication skills. A valid driver's licence is required.

DUTIES : Provide legal, legal drafting and compliance advisory services. Coordinate the provisioning of litigation, appeal, contract development and specialised environmental law advisory and support services. Manage allocated resources and ensure compliance with governance and planning frameworks. Perform and manage administrative and related functions.

ENQUIRIES Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Target: White Female/PWD

POST 22/313 : **SPECIALISED ENVIRONMENTAL OFFICER: COMPLIANCE & ENFORCEMENT (X4 POSTS)**

SALARY : R518 769 – R717 846 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)

CENTRE : O.R Tambo Region X3 Ref. DEDEAT/2026/06/28
Amathole District: Ref. DEDEAT/2026/06/29

REQUIREMENTS : A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: NEMA and all its subsidiary acts. Natural Scientific Professions Act, Public Service Act, Computer literacy and skills; Good writing and communication skills; Knowledge of Public Service Regulations. A valid driver's licence is required.

DUTIES : Provide environmental enforcement services. Conduct enforcement promotion awareness processes in the district. Perform and manage administrative and related functions

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity target: OR Tambo Region: Coloured Male/ Coloured Female/African Female
Employment Equity target: Amathole District: White Male/Person with Disabilities

POST 22/314 : **SPECIALISED ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MANAGEMENT REF. DEDEAT/2026/06/30**

SALARY : R518 769– R717 846 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)

CENTRE : Bhisho

REQUIREMENTS : A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. No Experience as per OSD requirements however 1-2 years' experience will be an added advantage. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good writing and communication skills.

DUTIES : Provide specialised production environmental impact management services. Provide technical support with the assessment of environmental impact application in instances where DEDEAT is not the competent authority. Provide technical support to analyse, evaluate and monitor the status of the environmental impact management practices within the province. Perform and manage administrative and related functions

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Target: African Male

POSTS 22/315 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: BIODIVERSITY (X2 POSTS)**

SALARY : R518 769– R717 846 per annum Appropriate salary will be determined according to the regulatory framework (based on OSD)

CENTRE : Amathole District: Ref. DEDEAT/2026/06/31
Sarah Baartman District: Ref. DEDEAT/2026/06/32

REQUIREMENTS : A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. No experience as per OSD requirements; however, 1-2 years' experience will be an added advantage. A valid driver's licence is required. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good

writing and communication skills.

DUTIES : Provide specialised technical support and input with the development, maintenance and implementation of the district's biodiversity management plan. Provide specialised technical advisory services to ensure institutional and development compliance with coastal management legislation. Evaluate complex biodiversity and Coastal Zone authorisation applications and supervise compliance adjudication processes. Provide specialised technical and procedural biodiversity and Coastal Zone advisory services within the area of operation. Perform administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Target:
Amathole District: Coloured Male
Sarah Baartman District: Indian Male/Person with Disabilities

POST 22/316 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COASTAL ZONE MANAGEMENT REF. DEDEAT/2026/06/33**

SALARY : R518 769– R717 846 per annum Appropriate salary will be determined according to the regulatory framework (based on OSD)

CENTRE : Bhisho

REQUIREMENTS : A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. No Experience as per OSD requirements, however 1-2 years' experience will be an added advantage A valid driver's licence is required. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good writing and communication skills.

DUTIES : Provide specialised technical support and input with the development, maintenance and implementation of the district's biodiversity management plan. Provide specialised technical advisory services to ensure institutional and development compliance with coastal management legislation. Evaluate complex biodiversity and Coastal Zone authorisation applications and supervise compliance adjudication processes. Provide specialised technical and procedural biodiversity and Coastal Zone advisory services within the area of operation. Perform administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Target: Coloured Female

POST 22/317 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: BIODIVERSITY (X7 POSTS)**

SALARY : R357 597– R395 352 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)

CENTRE : Amathole District Ref. DEDEAT/2026/06/34 (2 Posts)
Sarah Baartman District Ref. DEDEAT/2026/06/35 (2 Posts)
Joe Gqabi District: Ref. DEDEAT/2026/06/36 (2 Posts)
Chris Hani District: Ref. DEDEAT/2026/06/37

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation / Environmental Law and / related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community-Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence is required.

DUTIES : Provide technical assistance with the development and implementation of the district's biodiversity management plan in line with provincial policy, norms, and standard imperatives. Evaluate biodiversity authorisation applications and conduct compliance adjudication processes. Provide technical and procedural biodiversity advisory services within the area of operation. Perform and manage administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Targets:
Amathole District: Coloured Male/African Male
Sarah Baartman District: White Male/Coloured Male
Joe Gqabi District: African Males
Chris Hani District: Coloured Male

POST 22/318	:	**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COASTAL ZONE MANAGEMENT REF. DEDEAT/2026/06/38**
SALARY	:	R357 597 – R395 352 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	Amathole District
REQUIREMENTS	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation / Environmental Law and / related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community-Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). A valid driver's licence is required.
DUTIES	:	Provide technical support and advisory services to ensure institutional and development compliance with coastal management legislation, norms and standards. Evaluate coastal authorisation applications and perform compliance adjudication processes. Provide technical and procedural coastal management and utilisation advisory services within the area of operation. Implement Special Programs. Perform and manage administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity target: African Male
POST 22/319	:	**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES (X3 POSTS)**
SALARY	:	R357 597 – R395 352 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	Sarah Baartman District Ref. DEDEAT/2026/06/39 Joe Gqabi District X2 Ref. DEDEAT/2026/06/40
REQUIREMENTS	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation / Environmental Law and / related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid driver's licence is required.
DUTIES	:	Implement environmental empowerment programmes to facilitate the integration of environmental education into formal education structures (schools, institutions of higher learning, etc.). Identify and implement environmental capacity-building programs for the general public and relevant stakeholders. Promote and implement environmental awareness programmes. Perform and manage administrative and related functions
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity target: Sarah Baartman District: African Male Employment Equity target: Joe Gqabi African Male/Coloured Male
POST 22/320	:	**ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT MANAGEMENT (X4 POSTS)**
SALARY	:	R357 597– R395 352 per annum (OSD) Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE	:	Chris Hani District Ref. DEDEAT/2026/06/41 Joe Gqabi District Ref. DEDEAT/2026/06/42 (1 Post) OR Tambo District Ref. DEDEAT/2026/06/43 (2 Posts) Employment Equity targets: Chris Hani District: African Male Joe Gqabi District: African Male OR Tambo District: Coloured Male/African Male
REQUIREMENTS	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation / Environmental Law and / related. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good writing and communication

skills; Knowledge of applicable environmental legislation, National Environmental Management Act, NEMBA. A valid driver's licence is required.

DUTIES : Conduct specialised environmental impact management processes, including the development of Record of Decisions (RODs), conditions of authorisations and / or exemptions. Provide technical / procedural advice. Provide technical assistance with the implementation of other IEM tools. Perform and manage administrative and related functions

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

POST 22/321 : **SENIOR CONSUMER ADVISOR REF. DEDEAT/2026/06/44**

SALARY : R413 001– R486 501 per annum (Level 8)
CENTRE : Alfred Nzo District
REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF 6) in Law / Business Practice and/ or relevant qualification 1- 2 years' relevant experience. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: Eastern Cape Consumer Protection Act, and Consumer Protection Act etc. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management, Planning and Organizing, Negotiation skills A valid driver's licence is required.

DUTIES : Provide technical assistance with the development of and implement the targeted district consumer awareness strategy. Provide technical assistance to consumers to resolve complaints. Provide support with the maintenance of an effective and efficient administration system to manage Consumer Protection initiatives and Complaints. Perform and manage administrative and related functions

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Target: African Male

POST 22/322 : **NETWORK CONTROLLER X2 POST)**

SALARY : R338 106 – R398 277 per annum (Level 7)
CENTRES : Chris Hani District: Ref. DEDEAT/2026/06/45
Sarah Baartman District: Ref. DEDEAT/2026/06/46

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6) in Information Technology/ Computer Science/ Network Engineering / Information Systems and /or relevant qualification. 1-2 Years' experience in the field of Information Technology. The following skills, knowledge and attributes are required: Public Service Act, Constitution of South Africa, PFMA, Public Service Regulations etc. Code of Conduct, Basic Condition of Employment, Corporate Governance of ICT Policy Framework, Minimum Information Security Standards, Promotion of Access to Information Act, SITA Act, Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision-making, Interpersonal relations and networking, Time Management, Planning and Organizing. Valid Driver's license is required.

DUTIES : Provide technical support to users on the LAN. Troubleshoot windows and perform software installation. Provide help desk and technical support. Render technical user support services. Perform administrative and related functions

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity targets:
Chris Hani District: Coloured Male
Sarah Baartman District: White Male

POST 22/323 : **LOCAL & REGIONAL DEVELOPMENT (LRED) ADVISOR (X5 POSTS)**

SALARY : R338 106 - R398 277 per annum (Level 7)
CENTRES : Amathole District: Ref. DEDEAT/2026/06/47 (2 Posts)
Joe Gqabi District: Ref. DEDEAT/2026/06/48
OR Tambo District: Ref. DEDEAT/2026/06/49
Sarah Baartman District: Ref. DEDEAT/2026/06/50
Employment Equity targets:
Amathole District: Coloured Male, African Male
Joe Gqabi District: Indian Male/PWD
OR Tambo District: White Male
Sarah Baartman District: White Male

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies/ Entrepreneurship and/or relevant qualification. 1-2 years relevant experience. The following skills, knowledge and attributes are required: Public Service Act, Constitution of South Africa, PFMA, Public Service Regulations etc. Code of Conduct, Basic Condition

of Employment, Cooperative Act, LRED Fund Policy, National LED Framework, Local Economic Development Act, PEDS (Provincial Economic Development Strategy, MSME Strategy, White Paper on LED, NISED (National Integrated Small Enterprise Development Strategy, Public Service Act. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision-making, Interpersonal relations and networking, Time Management, Planning and Organizing. A valid driver's license is required.

DUTIES : Coordinate inputs for the development of policies, guidelines, norms and standards. Promote the coordination of Local & Regional Economic Development initiatives. Monitor implementation of Local & Regional Economic Development activities. Coordinate implementation of capacity building programmes. Perform administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

POST 22/324 : **CONSUMER ADVISOR (X3 POSTS)**

SALARY : R338 106 - R398 277 per annum (Level 7)
CENTRE : Amathole District: Ref. DEDEAT/2026/06/51
Chris Hani District: Ref. DEDEAT/2026/06/52
Joe Gqabi District: Ref. DEDEAT/2026/06/53
Employment Equity targets:
Amathole District: Coloured Female
Joe Gqabi District: Indian Female
Chris Hani District: White Female

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF 6) in Law and/or relevant (Law) qualification. 1-2 years' relevant experience. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: Eastern Cape Consumer Protection Act, and Consumer Protection Act etc. Public Service Act, Constitution of South Africa, PFMA, Public Service Regulations etc. Code of Conduct, Basic Condition of Employment, Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management, Planning and Organizing, Negotiation skills. A valid driver's license is required.

DUTIES : Assist in addressing and correcting the imbalances in negotiating power between consumers and service providers. Implement promotion and protection of consumer rights and business regulations. Implement investigation processes. Perform administrative and related functions

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

POST 22/325 : **PERSONAL ASSISTANT: CORPORATE MANAGEMENT REF. DEDEAT/2026/06/54**

SALARY : R338 106 – R398 277 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : A National Senior Certificate (Grade 12)/ National Diploma (NQF Level 6) in Administration / Public Management and/ or relevant qualifications.1-2 years relevant experience. Valid driver's license. The following skills, knowledge and attributes are required: Public Service Act, Public Service regulations, Provincial Legislation, Exposure to POPIA and PAIA, Basic financial management principles, Communication, Report Writing skills, Computer Literacy (proficiency in MS Office Suite, government systems, and emerging digital tools).

DUTIES : Render secretariat support service to the Chief Director/ Director(s). Renders administrative support services to the Chief Director/ Director(s). Provide support in the coordination of logistical arrangements for the Chief Directorate/ Directorate. Provide administrative and related support.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Target: Coloured Female

POST 22/326 : **PERSONAL ASSISTANT (X2 POSTS)**

SALARY : R338 106 – R 398 277 per annum (Level 7)
CENTRE : Chris Hani District: Ref. DEDEAT/2026/06/55
Sarah Baartman District: Ref. DEDEAT/2026/06/56
Employment Equity Targets
Chris Hani District: African Male
Sarah Baartman District: White Female

REQUIREMENTS : A National Senior Certificate (Grade 12 plus a National Diploma (NQF Level 6) in Administration / Public Management and/ or relevant qualifications. 1-2 years relevant experience. A valid driver's license. The following skills, knowledge and attributes are required: Public Service Act, Public Service regulations, Provincial Legislation, Exposure to POPIA and PAIA, Basic financial management

principles, Communication, Report Writing skills, Computer Literacy (proficiency in MS Office Suite, government systems, and emerging digital tools).

DUTIES : Render secretariat support service to the Directorate. Renders administrative support services to the Directorate. Provide support in the coordination of logistical arrangements for the Directorate. Provide administrative and related support.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

POST 22/327 : **TRANSPORT OFFICER REF. DEDEAT/2026/06/57**

SALARY : R338 106 – R 398 277 per annum (Level 7)
CENTRE : Sarah Baartman District
REQUIREMENTS : A National Senior Certificate (Grade 12) plus National Diploma (NQF level 6) in Fleet Management/ Supply Chain Management / Logistics Management /or equivalent qualification. 1-2 years relevant experience. A valid driver's license. The following skills, knowledge and attributes are required: Public Service Act, Treasury Regulations, PFMA, Public Service Regulation Communication, Computer Literacy, Financial management, Interpersonal skills

DUTIES : Implementation of transport legislations and policies. Ensure/manage proper completion and regular scrutiny of all transport and fleet management records. Monitor and evaluate compliance of transport and fleet management Legislation. Perform and manage administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Target: Coloured Male

POST 22/328 : **ACCOUNTING CLERK (X2 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 5)
CENTRES : Amathole: Ref. DEDEAT/2026/06/58
Joe Gqabi District: Ref. DEDEAT/2026/06/59
Employment Equity Targets:
Sarah Baartman District: Coloured Female
Joe Gqabi District: Indian Male/Person with Disabilities
REQUIREMENTS : A National Senior Certificate/ Grade 12 (NQF level 4). 1-2 years relevant experience will be an added advantage. A valid driver's license. The following skills, knowledge and attributes are required: Public Service Act, Treasury Regulations, PFMA, Public Service Regulation Communication, Computer Literacy, Financial management, Interpersonal skills

DUTIES : Implementation of transport legislations and policies. Ensure/manage proper completion and regular scrutiny of all transport and fleet management records. Monitor and evaluate compliance of transport and fleet management Legislation. Perform and manage administrative and related functions

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

INTERNSHIP PROGRAMMES 2026/27-2027/28 (24 MONTHS)

NOTE : This advertisement is issued to all unemployed applicants from the in the EC Province, who are in possession of a 3- year qualification Degree or National Diploma from an accredited Tertiary Institution. Persons with disability and people from previously disadvantaged groups are encouraged to apply. Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after verification, the application will not be considered. The primary purpose of internship program in government is acquisition of skill, knowledge and experience to compete in the open market and Public Service. A proof of legitimate proof of residential address (Not older than 3 months) will be required on or before the interview date. Targets of the department will be adhered to. Applicants must apply online using https://erecruitment.ecotp.gov.za through the E-recruitment system N.B. The Department Of Economic Development, Environmental Affairs And Tourism (DEDEAT) is the affirmative action employer, therefore, people from the designated groups are encouraged to apply. Preference will be given to PWD.Mr. M. Ntebe at 066 486 8268 E-Recruitment Enquiries: Olwethu.Desi@dedea.gov.za

OTHER POSTS

POST 22/329 : **INTERNSHIP PROGRAMME REF NO: DEDEAT/2026/06/60**
Directorate: Communications

STIPEND : R8 174.75 per month
CENTRE : Head Office

REQUIREMENTS	:	National Diploma/ Degree/Honours/Masters: in Communication or Journalism with a focus on digital communication /Creative Writing and social media/ Content creation, film/TV/ stills production, digital marketing
APPLICATIONS	:	via e-Recruitment at https://erecruitment.ecotp.gov.za
ENQUIRIES	:	Mr M. Ntebe 066 486 8268 e-Recruitment Enquiries: recruitment@dedea.gov.za

POST 22/330	:	**INTERNSHIP PROGRAMME REF NO: DEDEAT/2026/06/61** Directorate: Employee Health & Wellness
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office
REQUIREMENTS	:	BA Social Work Degree qualification and valid registration with the South African Council of Social Service Professions (SACSSP)
APPLICATIONS	:	via e-Recruitment at https://erecruitment.ecotp.gov.za.
ENQUIRIES	:	Mr M. Ntebe 066 486 8268 e-Recruitment Enquiries: recruitment@dedea.gov.za

POST 22/331	:	**INTERNSHIP PROGRAMME REF NO: DEDEAT/2026/06/62** Directorate: Legal Services
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office
REQUIREMENTS	:	National Diploma/Degree/Honours/Masters qualification in Bachelor of Laws/LLB
APPLICATIONS	:	via e-Recruitment at https://erecruitment.ecotp.gov.za
ENQUIRIES	:	Mr M. Ntebe 066 486 8268 e-Recruitment Enquiries: recruitment@dedea.gov.za

POST 22/332	:	**INTERNSHIP PROGRAMME REF NO: DEDEAT/2026/06/63** Directorate: Risk Management
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office
REQUIREMENTS	:	NQF level 6 in Risk Management / Auditing / equivalent qualification / Law/LLB
APPLICATIONS	:	via e-Recruitment at https://erecruitment.ecotp.gov.za.
ENQUIRIES	:	Mr M. Ntebe Tel No: 066 486 8268 e-Recruitment Enquiries: recruitment@dedea.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICANTS	:	Applications must be submitted as follows: via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: recruitment@ecdsd.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.
CLOSING DATE	:	10 July 2026. No late applications will be accepted
NOTE	:	Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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. 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. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. White or Coloured males and People with disabilities are encouraged to apply Enquiries Mr Y Singqandu at Tel No: 043 5042. recruitment@ecdsd.gov.za

MANEGEMENT ECHELON

POST 22/333 : **DISTRICT DIRECTOR (X4 POSTS)**

SALARY : R1 317 384 – R1 551 807.per annum (Level 13) all-inclusive remuneration package

CENTRE : Amathole (Ref No DSD 01/06/2026)
BCM (Ref No DSD 02/06/2026)
Joe Gqabi (Ref No DSD 03/06/2026)
OR Tambo (Ref No DSD 04/06/2026)

REQUIREMENTS : National Senior Certificate, B. Degree (NQF Level 7 as recognized by SAQA) in Social Science or Social Work or Community Development or Public Administration with 5 years of experience at a middle/senior managerial level. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite. Sound Knowledge of Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written).

DUTIES : Coordinate and manage activities within the district office. Design strategies and mechanisms for service delivery that are area-specific, operations and management of Programme and project delivery at the service Centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyses emerging trends. Develop business plans that are area-specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage the communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop a strategy for partnership, collaboration and management of such a network. Oversee the implementation of the Departmental Transformation plan within the district. Provide strategic direction, operation and leadership to ensure implementation of key policies and programmes in alignment with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the OR Tambo District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA, and the MEC's Policy Speech. To ensure the institutionalization and establishment of an operational organizational performance information management system and practices in the department.

ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5042 or Ms Q Blayi Tel No: (043) 605 5048
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE Target: African /Coloured Male/ female & PWD

OTHER POSTS

POST 22/334 : **COMMUNITY DEVELOPMENT MANAGER: YOUTH DEVELOPMENT GRADE 1REF NO: DSD 05/06/2026**
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package

CENTRE	:	Provincial Office, Bisho
REQUIREMENTS	:	An appropriate relevant three-year qualification at NQF level 6/7 (Bachelor's degree / three-year National diploma) in Community Development/Social Science/ Developmental Studies/Youth Development/Public Administration/ Education. Minimum of 10 years recognisable, practical experience in community development after obtaining the required qualification, ideally with a minimum of three (3) years' experience at Assistant Manager Community Development level. A valid driver's license and willingness to conduct site visits in urban and rural communities. Core Competencies: Emotional intelligence and cultural competencies. strong advocacy, negotiation and problem-solving skills. High political sensitivity and commitment to public service/ corporate social responsibility. Ability to work independently and under pressure. Knowledge and Skills: Deep understanding of social dynamics and human behaviour. Proficiency in project management, conflict resolution and budget administration. Excellent written / verbal communication skills in English / preferably isiXhosa or another local language.
DUTIES	:	Manage the identification, facilitation, and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective, economical utilisation of resources by the sub directorate. Monitor, interpret, review legislation and policies to determine whether these prescripts are still relevant and comply with current requirements. Develop proposals to amend / maintain the relevant acts and policies and develop new policies where required. The incumbent will promote youth entrepreneurship and cooperative initiatives, skills development programmes, linking youth with socio-economic opportunities and ensure programmes align with national and provincial policies. Manage the sub directorate to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up to date with new developments in the community development and management field to enhance service delivery. Plan and ensure that research on youth community development is undertaken. Undertake / facilitate complex youth development research to meet the community needs.
ENQUIRIES	:	Mr. Y Singqandu at Tel No: (043) 605 5042 or Ms Q Blayi Tel No: (043) 605 5048 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	EE Target: African/Coloured Male
POST 22/335	:	**COMMUNITY DEVELOPMENT MANAGER GRADE 1 REF NO DSD 06/06/2026** (Re-advertisement, applicants who previously applied are encouraged to re-apply)
SALARY	:	R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package
CENTRE	:	Chris Hani: District Office, Queenstown
REQUIREMENTS	:	An appropriate relevant three-year qualification at NQF level 6/7 (Bachelor's degree / three-year National diploma) in in Community Development/ Developmental Studies/ Social Science/Public Administration/ Education. Minimum of 10 years recognisable, practical experience in community development after obtaining the required qualification, ideally with a minimum of three (3) years' experience at Assistant Manager Community Development level. A valid driver's license and willingness to conduct site visits in urban and rural communities. Core Competencies: Emotional intelligence and cultural competencies. strong advocacy, negotiation and problem-solving skills. High political sensitivity and commitment to public service/ corporate social responsibility. Ability to work independently and under pressure. Knowledge and Skills: Deep understanding of social dynamics and human behaviour. Proficiency in project management, conflict resolution and budget administration. Excellent written / verbal communication skills in English / preferably isixhosa or another local language.
DUTIES	:	Design, execute and monitor integrated development programs e.g. youth, women, poverty alleviation etc. to address localised community needs. Facilitate partnerships between local communities, municipalities donors and civil society. Represent the Department on community forums. Financial management and ensure compliance with public regulations (PFMA or specific grant rules) and draft fundraising proposals if necessary. Supervise, mentor and evaluate community development practitioners. Ensure staff are equipped with skills to run participatory, evidence -based programs.
ENQUIRIES	:	Chris Hani enquiries may be directed to Ms N Mzinjana, Tel No: 045 808 3709 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
NOTE	:	EE Target: African, Male
POST 22/336	:	**SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES GRADE 1 REF NO: DSD 07/06/2026**
SALARY	:	R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package
CENTRE	:	Amathole: District Office, KuGompo

REQUIREMENTS : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year), of which 3-5 years must be at Social Work Supervisory level in the Developmental Welfare Services' dealing with Services to Older Persons, Persons with Disabilities, HIV & AIDS and Social Relief. A valid South African drivers' license is a prerequisite. Competencies: Strategic Capacity and Leadership. Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client Orientation and Customer Focus, Communication and Computer Literacy. Knowledge and Skills: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports

DUTIES : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) of specialization regarding to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Management and Support to Developmental Social Welfare Services Programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Services to Older Persons, Persons with disabilities, HIV& AIDS and Social Relief. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with new developments in the Social Work and Management fields. Plan and ensure that Social Work Research and Development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the programme are performed.

ENQUIRIES : Ms Z Habe at Tel No: (043) 711 6626
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE Target: African, Male

POST 22/337 : **SOCIAL WORK MANAGER GRADE 1 REF NO: DSD 08/06/2026**

SALARY : R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package
CENTRE : BCM: District Office, KuGompo
REQUIREMENTS : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years' appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year), of which 3-5 years should be at a Social Work Supervisory level in the Developmental Social Welfare Services' space dealing with Services to Older Persons, Persons with Disabilities, HIV & AIDS and Social Relief. A valid South African drivers' license is a prerequisite. Competencies: Strategic Capacity and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication and Advanced Computer Literacy. Knowledge and Skills: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports

DUTIES : Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation regarding the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Management and support to Developmental Social Welfare Services Programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Services to Older Persons, Persons with Disabilities, HIV & AIDS and

Social Relief. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : BCM Enquiries may be directed to Ms P. Gqabantshi Tel No: 043 705-5675/73
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE Target: African, Female & PWD

POST 22/338 : **SOCIAL WORK MANAGER GRADE 1 - RESTORATIVE SERVICES REF NO DSD 09/06/2026**

SALARY : R1 009 512 – R1 154 271 per annum (OSD) all-inclusive remuneration package
CENTRE : OR Tambo: District Office, Mthatha
REQUIREMENTS : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years' appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year), of which 3-5 years must be at Social Work Supervisory level. A valid South African drivers' license is a prerequisite. Competencies: Expert knowledge of the Children's Act, 2005 with specific reference to Chapter 13, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008 and Restorative Justice Process. An understanding of Child and Youth Care Systems including expert knowledge of the Minimum Standards of Child and Youth Care. Inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law in a secure care environment. Strategic planning skills. Sound knowledge of the Labour Relations Act of 1995 as well as the grievance procedure. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills.

DUTIES : Provide strategic leadership to the district through planning, budgeting and development of monitoring and evaluation systems. Develop and strengthen relationships with the NGO and Government sectors within the Criminal Justice System. Manage, develop and strengthen relationships with the NPO sector and other. Government Departments and agencies within the Criminal Justice System. Analyse policies and develop programmes for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children in conflict with law, woman affected by crime and violence. Management support to the Specialist Social Service programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Crime Prevention and Support Programmes, Victim Empowerment and Substance Abuse, Prevention, Treatment and Rehabilitation Services. Provide a social work service of the highest, most advanced and specialised nature within defined area(s) of specialization with regard to the care, support, protection and development of children through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Willingness to travel.

ENQUIRIES : OR Tambo Enquiries may be directed to Ms Z Dlanjwa Tel No: 064 607 1200
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE Target: African, Female & PWD

POST 22/339 : **SOCIAL WORK SUPERVISOR GRADE 1 (8 POSTS)**

SALARY : R496 668 – R583 833 per annum
CENTRE : BCM: Mdantsane 2, KuGompo (Ref No DSD 10/06/2026)
Chris Hani: Indwe Service Office (Ref No DSD 11/06/2026)
Hofmeyer Service Office (Ref No DSD 12/06/2026)
Cala Service Office (Ref No DSD 13/06/2026)
Joe Gqabi: Ugie SDP (Ref No DSD 14/06/2026)
Burgersdorp (Ref No DSD 15/06/2026)
OR Tambo: Nyandeni LSO (Ref No DSD 16/06/2026)
Tsolo SDP (Ref No DSD 17/06/2026)
REQUIREMENTS : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South

African driver's license. Appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker will be considered for appointment. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

DUTIES : Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people's placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

ENQUIRIES : BCM Enquiries may be directed to Ms P. Gqabantshi Tel No: 043 705-5675/73
Chris Hani enquiries may be directed to Ms N Mzinjana, Tel No: 045 808 3709
Joe Gqabi Enquiries may be directed to Ms P. Tsuputse Tel No: (051) 6339715
OR Tambo Enquiries may be directed to Ms Z Dlanjwa Tel No: 064 607 1200
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE Target: African/Coloured Male & PWD

POST 22/340 : **SOCIAL WORKER GRADE 1 (X17 POSTS)**

SALARY : R338 208 – R397 668 per annum (OSD)

CENTRE : Alfred Nzo: Matatiele Local Service Office (Ref No DSD 18/06/2026) X2
Ntabankulu Local Service Office (Ref No DSD 19/06/2026)
Umzimvubu Local Service Office (Ref No DSD 20/06/2026)
Amathole: Middledrift Service Delivery Point (Ref No DSD 21/06/2026)
BCM: East London Service Office (Ref No DSD 22/06/2026)
Chris Hani: Cofimvaba (Ref No DSD 23/06/2026)
Joe Gqabi: Barkley East (Ref No DSD 24/06/2026)
NMM: Protea Place of Safety (Ref No DSD 25/06/2026)
Stepping Stone YJC (Ref No DSD 26/06/2026)
Walmer Service Office (Ref No DSD 27/06/2026)
Ibhayi Service Office (Ref No DSD 28/06/2026)
Motherwell Service Office (Ref No DSD 29/06/2026)
Sarah Baartman: Jansenville SDP (Ref No DSD 30/06/2026)
Joubertina Service Office (Ref No DSD 31/06/2026)
Ndlambe Local Service Office (Ref No DSD 32/06/2026)
Koukamma Local Service Office (Ref No DSD 33/06/2026)

REQUIREMENTS : Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid South African driver's license is a prerequisite. Computer literacy. Appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker will be considered for appointment. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

ENQUIRIES : Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: (064) 606 9465
Amathole Enquiries may be directed to Ms Z Habe at Tel No: (043) 711 6626
BCM Enquiries may be directed to Ms P. Gqabantshi Tel No: 043 705 5675/73

Chris Hani enquiries may be directed to Ms N Mzinjana, Tel No: 045 808 3709
Joe Gqabi Enquiries may be directed to Ms P. Tsuputse Tel No: (051) 633 9715
NMM Enquiries may be directed to Ms L Lukwe Tel No: (041) 406 5811
Sarah Baartman Enquiries may be directed to Mr M Rwexana Tel No: (046) 602 1408/ 1407
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE TARGET: African/Coloured Male/Female & PWD

POST 22/341 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X 5 POSTS)**

SALARY : R289 296 – R337 959 per annum (OSD)
CENTRE : Alfred Nzo: Winnie Madikizela Mandela LSO (Ref No DSD 34/06/2026)
Amathole: Willowvale SDP (Ref No DSD 35/06/2026)
BCM: Mdantsane 2 (Ref No DSD 36/06/2026)
Joe Gqabi: Burgersdorp (Ref No DSD 37/06/2026)
Sarah Baartman: Steytlerville SDP (Ref No DSD 38/06/2026)

REQUIREMENTS : National Senior Certificate plus a B Degree/ National Diploma in Social Sciences /Developmental Economics/ Development Studies/Community Development. Computer literacy will be an added advantage. A valid South African driver's license is a prerequisite. Appropriate/recognizable experience after complying with the required educational qualification will be considered for appointment. Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in Programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.

DUTIES : Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.

ENQUIRIES : Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: (064) 606 9465
Amathole Enquiries may be directed to Ms Z Habe at Tel No: (043) 711 6626
BCM Enquiries may be directed to Ms P. Gqabantshi Tel No: 043 705 5675/73
Joe Gqabi Enquiries may be directed to Ms P. Tsuputse Tel No: (051) 633 9715
Sarah Baartman Enquiries may be directed to Mr M Rwexana Tel No: (046) 602 1408/ 1407
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE TARGET: African/Coloured Male & PWD

POST 22/342 : **SOCIAL AUXILIARY WORKER GRADE 1 (2 POSTS)**

SALARY : R200 691 – R227 145 per annum (OSD)
CENTRE : Amathole: Great Kei LSO, Komga (Ref No DSD 39/06/2026)
Joe Gqabi: Venterstad, Aliwal North (Ref No DSD 40/06/2026)

REQUIREMENTS : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license will be an added advantage. Appropriate/recognisable Social Auxiliary Work experience after registration with the SACSSP as Social Auxiliary Worker will be considered for appointment. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

DUTIES : Provide administrative support to Social Workers. Conduct awareness campaigns on child abuse, abuse of older persons, abuse of substances, abuse of women and persons living with disability. Monitor Home Based Community Care Centres. Maintain an efficient and effective system to ensure a smooth flow of information to Social Workers and Clients.

ENQUIRIES : Amathole Enquiries may be directed to Ms Z Habe at Tel No: (043) 711 6626
Joe Gqabi Enquiries may be directed to Ms P. Tsuputse Tel No: (051) 633 9715
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE TARGET: African/Coloured Male

POST 22/343 : **CHILD & YOUTH CARE WORKER GRADE 1 REF NO DSD 41/06/2026 (X 2 POSTS)**

SALARY : R191 694 – R215 073 per annum (OSD)
CENTRE : Alfred Nzo: Maluti CYCC

REQUIREMENTS : National senior certificate. Appropriate/recognisable Child and Youth Care experience after obtaining the required qualification will be considered for appointment. Competencies: Communication: Must be able to convey clear, simple and easy to understand messages/ information to children and youth. Empathy: Must be able to respect and build positive relationships with children and youth. Trustworthiness: Must be able to build a relationship of trust with children and youth. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care. Computer literacy.

DUTIES : Care and Development: Must be able to understand and provide care and development of children and youth. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth. Administration: Must be able to perform administrative activities relating to the completion of logbooks, incidents reports, etc Role modelling: Must be able to identify, allocate and participate in practical activities to transfer skills to children and youth. Implementation of programs: Must be able to assist in the Implementation of planned programs and activities for children and youth on the basis of their identified developmental needs. Understanding of children's rights: Must be able to promote and uphold the rights of children and youth. Knowledge of rules and procedures: Must know the rules and procedures of the care centre.

ENQUIRIES : Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: (064) 606 9465
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE TARGET: African/Coloured Male/ Female & PWD

POST 22/344 : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR 1 (X3 POSTS)**

SALARY : R191 694 – R215 073 per annum (OSD)

CENTRE : Amathole: Middledrift SDP (Ref No DSD 42/06/2026)
Sarah Baartman: Koukamma Local Service Office (Ref No DSD 43/06/2026)
OR Tambo: District Office (Ref No DSD 44/06/2026)

REQUIREMENTS : A Senior Certificate or equivalent certificate. Appropriate/recognizable experience after complying with the required educational qualification will be considered for appointment. A Valid Driver's License in essential. Competencies: Interpersonal Skills or the ability to interact with people and community structures. Compassion for those in need and vulnerable. Understanding of Social dynamics and basic knowledge of community development. Passion in Community Development. Willingness to learn. Communication Skills. Knowledge of local language and culture. Competency in computer and inventories would be an added advantage.

DUTIES : Perform community and household profiling. Assist communities in accessing services offered by Government Departments. Attend community meetings and Imbizos to collect information on community needs and provide the required support in integrated planning. Assist in maintenance and support to funded community projects.

ENQUIRIES : Amathole Enquiries may be directed to Ms Z Habe at Tel No: (043) 711 6626
Sarah Baartman Enquiries may be directed to Mr M Rwexana Tel No: (046) 602 1408/ 1407
OR Tambo Enquiries may be directed to Ms Z Dlanjwa Tel No: 064 607 1200
e-Recruitment Technical Support: Recruitment@ecdsd.gov.za

NOTE : EE TARGET: African/Coloured Male & PWD

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICANTS : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@ecsrac.gov.za .Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

CLOSING DATE : 10 July 2026. No late applications will be accepted

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021) e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list

of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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. 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. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.

OTHER POSTS

POST 22/345 : **SCIENTIST PRODUCTION ORNITHOLOGIST REF: DSRAC 01/06/2026**

SALARY : R791 604 – R849 525per annum (OSD) (An all-inclusive remuneration)
CENTRE : EL Museum (EL)
REQUIREMENTS : National Senior Certificate and currently registered for a M. Sc. Degree in Natural Science with a minimum of three (3) years relevant experience in a natural science environment. An M. Sc. or PhD will be considered an added advantage. Registration with the South African Council of Natural Scientific Professionals (SACNASP) as a professional Natural Scientist, or proof of intention to register with SACNASP. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures, and of National Environmental Management: Biodiversity Act. Knowledge of collection management standards for natural science museums. Knowledge of natural science, Ornithology, in particular. Understanding of the scientific method. Computer knowledge including database and MSOffice packages. Programme and project management. Communication skills. Report writing skills. People management skills. Customer and client-orientated approach. A valid driving licence.
DUTIES : Develop and implement methodologies, policies, systems and procedures for the Ornithology Collection. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Develop working relations with a diverse client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Gather and interpret data, perform scientific analyses, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Continuous professional development to keep up with new technologies and procedures. Literature studies to improve expertise. Present research findings through exhibitions, educational programmes and publications. Liaise with relevant bodies/councils on science-related matters. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.
ENQURIES : MS. G. Morcom Tel No: 043 743 0686 – East London Museum (EL)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE : Persons with disabilities are encouraged to apply. This post has been re-advertised. Those who have already applied, need not reapply.

APPLICATIONS : can be submitted via hand delivery/courier or email to the:
Frere Tertiary Hospital - Hand deliver/courier to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532
Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, Gqeberha, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten, Gqeberha, 6001. Enquiries: Ms L Mabanga Tel no 041 405 2348
Nelson Mandela Academic Hospital - Hand deliver/courier to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469.
Frontier Regional Hospital – Hand deliver/courier to: Human Resource Office, Corner Kingsway & Livingstone Road, Frontier Regional Hospital, Queenstown, 5320. Enquiries: Ms P Marongo Tel No. 045 808 4272.
Lilitha College of Nursing - Hand deliver/courier to: Human Resource Office, Room 43, 2nd floor, Human Resource Office, Lilitha College of Nursing, East London 5200. Enquiries: Ms P Mene 043 700 9717/26.
Mthatha Pharmaceutical Depot – Hand deliver/courier to: HR Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), Mthatha 5099. Enquiries: Mr M Diko Tel no 047 531 1076/047 532 2779.
Cecilia Makhiwane Regional Hospital - Hand deliver/courier to: Human Resource Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219. Enquiries: Ms N. Matshaya Tel no 043 708 2121
Komani Psychiatric Hospital - Hand deliver/courier to: Human Resource Office, 1833 National Road, Komani Psychiatric Hospital, Queenstown 5320: Enquiries: Mrs N Mzola Tel no 045 858 8400.
Fort England Psychiatric Hospital – Hand delivery/courier to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms X Nazo Tel no 046 602 2300.

CLOSING DATE : 10 July 2026

NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 22/346 : **HEAD CLINICAL DEPARTMENT (SURGERY) REF NO: ECHEALTH/HCD-SUR/ARP/FTH/NTSG/01/06/2026**

SALARY : R2 704 842 – R2 870 823 per annum (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 3 years' appropriate experience after registration experience with HPCSA as a Medical Specialist in Surgery. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to set up and provide training program for undergraduate and postgraduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills.

DUTIES : The Head of Department (HOD) is responsible for leading and managing teaching and learning, research, community engagement and administrative duties. Serve in various faculty and campus committees and chair the Departmental Board. Promotion of quality education, research and community engagement and the

provision of academic and administrative leadership within the department. Responsibilities also include the departmental PQM, quality assurance, risk management, change management, human resources management and financial and budgeting responsibilities. Service delivery, teaching and training of under and post graduate students. Reduce the backlog in drainage areas. Develop outreaches and in reach programs to the whole service platform. Develop and conduct daily academic programs. Provide strategic leadership in the respective clinical department. Oversee and manage quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related; manage and support staff and participate in departmental Functional Business Unit activities. Leadership of research activities in the Department. Participate in outreach activities and/ or support of District Hospitals. Participate in the on-going provision of undergraduate and post graduate training/teaching. Manage staff in the department. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching.

ENQUIRIES : Ms N Mthitshana Tel no: 043 709 2487/2532.
APPLICATIONS : can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

POST 22/347 : **SENIOR MANAGER: MEDICAL SERVICES REF NO. ECHEALTH/SMMS/LVH/NTSG/01/06/2026**

SALARY : R1 899 186 – R2 301 186 per annum (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Practitioner. Competencies: Appropriate and proven managerial experience in a Health Care environment, including leadership, strategic and operational skills, to enable the practical implementation of the departmental vision. Specific Knowledge and proven managerial experience regarding management of Clinical Services; Human Resource Management, Financial Resource Management and Infrastructure which will enable the effective planning of clinical services according to available corporate resources. Extensive knowledge of National, Provincial, and institutional health delivery systems, policies and laws which govern resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information in order to plan clinical services. A valid driver's licence,
DUTIES : Overall strategic and operational management of clinical services within the given clinical and corporate governance frameworks. Participate in strategies to strengthen relationships in the regional and district health care system to ensure equity of access to specialized care within the drainage system. Ensure that the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment, and discharge of patients with available resources. Effective, efficient, and sustainable human resource management and planning within relevant general specialist and highly specialized clinical departments. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring a well-functioning clinical Centre within available human and financial resources. Special portfolios/projects, as delegated by the CEO. Ensure the effective, sufficient and sustainable functioning within the National and Provincial Health policies. Support HEIs to provide, facilitate and promote training, teaching and research, members of the hospital management and the Faculty of Health Sciences of the Universities of Walter Sisulu and Nelson Mandela. Ensure and provide a platform for teaching, training, development, and research.
ENQUIRIES : Ms L Mabanga Tel no 041 405 2348
APPLICATIONS : can be submitted electronically via email to: Noms.Tsotsobe@echealth.gov.za

POST 22/348 : **HEAD CLINICAL UNIT (PSYCHIATRY) REF NO: ECHEALTH/HCD-PSY/ARP/FEPH/NTSG/01/06/2026**

SALARY : R2 168 145 – R2 301 186 per annum (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 3 years' appropriate experience after registration experience with HPCSA as a Medical Specialist in

psychiatry. Knowledge, skills and competencies: Clinical, administration and management's abilities. Experience and knowledge of mental health services. Knowledge of teaching and training health care professionals in mental health leadership communication and organizational skills, program planning, implementing and evaluation, knowledge and ability to develop programs focused on psychosocial rehabilitation and management of substance abuse commodity with mental illness. Management of resources. Experience in providing expert opinion in Psychiatry. Clinical research skills and computer literacy. Outstanding clinical skills in the field preferably in the public service environment. Ability and practical experience to set up and provide training program for undergraduate and postgraduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. A valid driver's licence.

DUTIES : Provide specialist psychiatric care, assessment and evaluations of mental healthcare users (MHCU's) both in institution and community where indicated. Provide academic teaching and clinical training to the students and trainees. Provide specialist advice guidance and training to the clinical paramedical and management staff both within the tertiary services and as part of outreach areas. Participate in development guidelines, protocols and referral pathways for the management of MHCU's. Ensure the effective, efficient and economical use of allocated resources inclusive of human resources stimulate, participate in and supervise research. Ensure all relevant policies and clinical protocols are in place. Participate in all hospital committees. Ensure that clinical audits are performed. Administration: Perform administrative tasks related to patient management and student training. Address patient complaints. Attend scheduled meetings with hospital management. Contribute to electronic databases for research purposes. Coordinate duty lists and staff allocations in the department. Ensure recruitment and retention of staff in the department. Liaise with other departments and with other hospitals, district mental health services where required. Academic: Provision of teaching and learning to ensure that both under- and post graduate students are taught the required skills and are provided with opportunities to learn in a safe environment. Assist in coordination of academic programs. Conduct appropriate research: Develop own interest and publish appropriately. Support post-graduate students with research projects. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, reviews and final assessment).

ENQUIRIES : Ms X Nazo Tel no 046 602 2300.

APPLICATIONS : can be submitted electronically via email to: Xolelwa.Nazo@echealth.gov.za

POST 22/349 : **MEDICAL SPECIALIST (PSYCHIARTY) REF NO: ECHEALTH/MS-PSY/FEPH/ARP/NTSG/01/06/2026**

SALARY : R1 395 528 – R 2 301 186 per annum (OSD)
Grade 1: R1 395 528 - R1 479 723 per annum (OSD)
Grade 2: R1 592 274 - R1 688 553 per annum (OSD)
Grade 3: R1 844 151 - R2 301 186 per annum (OSD) All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Specialist in psychiatry. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professions Council in respect of a foreign qualified employee) as a Medical Specialist in psychiatry. Sound knowledge of clinical concept within the department of Psychiatry. Knowledge, skills and competencies: Good clinical skills to carry out advance clinical services, Research and organizational ability, Supervisory and teaching skills. Ability to work in a team. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Leadership, managerial and supervisory skills. Sound knowledge of the legislative framework and protocols that govern Mental Health. The ability to teach, train, do research and supervise research for academic degree purposes. Willingness to teach and train undergraduate and postgraduate students and other health care workers. A valid driver's license.

DUTIES : Management of psychiatry at the hospital in the provision of clinical care to mental health care users, teaching of under- and post-graduate students. Manage own service delivery. Clinical service delivery: evaluation, management, care, treatment and rehabilitation of mental health care users in an acute psychiatric unit in a

general hospital setting as well as outreach services where appropriate. Ensure patient care is promoted to meet the National Core Standards for health, Batho Pele Principles and the Mental Health Care Act, 17 of 2002, and other relevant medico-legal regulations, aligning the needs of the population served with facilities in the hospital. Supervision of a multi-disciplinary group of mental health care providers and other relevant staff members. Manage and run the Specialist Psychiatry Outpatients Clinic. Lead the multi-disciplinary ward rounds for in-patients. Consultations for patients outside the psychiatry unit. Review and audit patients' medical records. Administration: Perform administrative tasks related to patient management and student training. Address patient complaints. Attend scheduled meetings with hospital management. Contribute to electronic databases for research purposes. Coordinate duty lists and staff allocations in the department. Ensure recruitment and retention of staff in the department. Liaise with other departments and with other hospitals, district mental health services where required. Academic: Provision of teaching and learning to ensure that both under- and post graduate students are taught the required skills and are provided with opportunities to learn in a safe environment. Assist in coordination of academic programs. Conduct appropriate research: Develop own interest and publish appropriately. Support post-graduate students with research projects. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, reviews and final assessment).

ENQUIRIES : Ms X Nazo Tel no 046 602 2300.
APPLICATIONS : can be submitted electronically via email to: Xolelwa.Nazo@echealth.gov.za

POST 22/350 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO; ECHEALTH/DPM/MTD/APL/01/06/2026**

SALARY : R1 297 089 – R1395 528 per annum (OSD) All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : OR Tambo District, Mthatha Pharmaceutical Depot
REQUIREMENTS : B.Pharm or equivalent qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. A minimum of 7 years appropriate experience after registration as a Pharmacist with the SAPC of which three (3) years of experience as a Pharmacist Supervisor/Assistant Manager (or performing the functions) in the pharmaceutical environment. Registration with the SAPC as a Pharmacist A good understanding of relevant legislation. National Drug Policy, the essential Drugs programme, Public finance Management Act (PFMA), Medicines and related Substances Act and Pharmacy Act. Sound leadership, analytic and computer proficiency Good warehousing practice and pharmacy practice. Extensive knowledge of pharmaceutical services' approaches. Sound knowledge and understanding of the mandate of the Medical supplies Depot. Knowledge and understanding of the legislative prescripts governing the public service. Knowledge and skilled in managing quality improvement programmes. Must be achievement-driven and self-motivated. Be available to be a responsible pharmacist when required. Good verbal, written communication and presentation skills. Good in team building and problem solving. A valid driver's licence.

DUTIES : to perform the duties of the warehouse manager in accordance with the Pharmacy Act, GPP and GWP. Ensure compliance of the warehouse to pharmacy and other relevant legislation. Ensure proper storage of medicines at the depot and distribution to healthcare institutions and facilities. Strengthen stakeholder and warehouse staff engagement to improve performance and service delivery. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the warehouse. Ensure the effective and efficient use of warehouse resources. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in forums in depot. Coordinate training programmes for pharmacy assistants. Pharmacist interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacists and pharmacist assistants. Maintain discipline and deal with grievances and labour relations systems. Compiling report for submission to warehouse management on monthly and quarterly basis.

ENQUIRIES : Mr M Diko Tel no 047 532 5536
APPLICATIONS : can be submitted electronically via email to: Mzimasi.Diko@echealth.gov.za

POST 22/351 : **MANAGER NURSING LEVEL 3 REF NO: ECHEALTH/MAN_NL3/FTH/APL/01/06/2026**

SALARY : R1 201 302 – R1 353 267 per annum, (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Current paid-up registration with SANC. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience at management level. Valid Code B/EB driver's license. Must be computer literate and may be required to demonstrate computer skills. Complex report writing skills essential.

DUTIES : To lead, manage and provide strategic Nursing leadership and direction to Nursing Services in the institution. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in interprofessional multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Maintain and manage PMDS of subordinates. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Monitor compliance to Quality Assurance, Infection Prevention and Control, Occupational health and Safety programs within the institution. Participate in Hospital Executive decision-making body.

ENQUIRIES : Ms N Mthitshana Tel no: 043 709 2487/2532.

APPLICATIONS : must be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

POST 22/352 : **ASSISTANT MANAGER: MEDICAL PHYSICS REF NO. ECHEALTH/ASM-MP/ARP/NMAH/NTSG-ON/01/06/2026**

SALARY : R1 169 499 – R1 333 824 per annum (OSD) – (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : An appropriate qualification (Diploma/Degree in Medical Physics) that allows for registration with HPCSA as a Medical Physicist. Registration with HPCSA as a Medical Physicist. Experience: A minimum of 3 years' appropriate supervisory experience after registration as Medical Physicist. Candidate must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance PACS and equipment safety. Ensure strategic planning and possess organizational skills. Knowledge of Patient Archiving and Communication Systems. Good administrative, supervisory and managerial skills. Knowledge, skills, and Competencies required: In-depth knowledge and skills related to medical physics, Quality assurance processes, tests and regulations associated with radiation emitting devices primarily in radiology. Sound knowledge of radiotherapy physics and radiotherapy equipment, dosimetry, treatment planning, and HDR Brachytherapy. Computer skills and knowledge of software used in radiology (imaging and dose assessment) and Radiotherapy (Morden RT techniques). Good technical, administrative, leadership, management, communication, and interpersonal skills pertaining to profession of Medical Physicist and in relation to service delivery as well as teaching platform. Research, development and teaching /training skills. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Experience in radiation medicine equipment management processes; including needs assessments, procurement processes, specifications, installation and maintenance. A valid driver's licence

DUTIES : To coordinate, supervise and manage provision of a comprehensive clinical medical physics service. commissioning of radiation emitting machinery/devices in the hospital. Knowledge of general management and administrative skills, including budgeting, good planning, organisational and presentation skills. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. Quality Assurance Programme and Management of ionising and non-ionising radiation equipment at Nelson Mandela Academic Hospital. Participate in the teaching, training and research programs within NMAH. Oversee the development and implementation of policies, protocols and Standard Operating Procedures. Oversee compliance of equipment contracts, service level agreements and terms of references with vendors and participating in middle management and delegated management tasks i.e. Record keeping, reporting, statistics collation, budget controls, asset management, staff supervision and management, performance management and development system etc. Participate in the Radiation protection programme and training at NMAH. Work closely with

Medical Physicists, Radiologists and Medicine Physicians and Radiographers. Provide support in all aspects of safe and effective radiology and nuclear medicine clinical procedures, with the consideration of ethical aspects. Responsible for QA including dosimetry in radiology and nuclear medicine. Ensure all radiation protection requirements are met and good practices are followed. Maintain own Continuing Professional Development (CPD) in accordance with professional standards. ensure compliance with relevant professional bodies and Office of the Health standard, HPCSA, SAHPRA and Hospital realization quality assurance programmes.

ENQUIRIES : Ms Calaza Tel no: 047 502 4469.
APPLICATIONS : must be submitted electronically via email to: Nozidumo.Calaza@echealth.gov.za

POST 22/353 : **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/FROH/APL//01/06/2026**

SALARY : R1 069 215 - R 1 219 323 per annum (OSD) (An all-inclusive package)- basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision-making skills. Good verbal and written communication skills are essential requirements. A valid driver's license.
DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
ENQUIRIES : Ms P Marongo Tel No. 045 808 4272.
APPLICATIONS : must be submitted electronically via email to: Patricia.Marongo@echealth.gov.za

POST 22/354 : **VICE PRINICPAL OF NURSING COLLEGE PN-D5 : NURSING EDUCATION REF NO: ECHEALTH/VCP_NEDU/LCN/ES/01/06/2026**

SALARY : R1 069 215 - R1 1 219 323 per annum (OSD) – (All-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
CENTRE : Lilitha College of Nursing, Central Office
REQUIREMENTS : National Senior Certificate, NQF Level 7 as recognised by SAQA in Nursing, NQF Level 8 as recognised by SAQA in Education and Management and NQF Level 9 as recognised by SAQA in Health Sciences with 5 years as a Middle Management. A candidate who possesses a PhD qualification will have an added advantage. A minimum of 11 years appropriate/ recognizable nursing experience after registration as a Professional nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1 year Post Basic Qualification. Good understanding and experience of both classroom and clinical teaching including the current National Health priorities (RPHC) and community Based Education. Ability to identity gaps in curriculum implementation, research, patient-centred approaches and collaboration with health sector partner. Excellent communication, interpersonal and leadership skill. Proficient is Microsoft Office Applications. A valid driver's licence.
DUTIES : To assist the principal in providing strategic direction and development of the college curriculum and all academic operations of the college ensuring that the institution has the current and future capacity and capability to deliver the approved academic programmes. Leading and managing academic personnel in the college ensuring effective teaching and learning platform in the college. Accounting to the efficiency and effectiveness of college academic performance including assessment processes. Attendance of full governance activities and meetings, teaching, learning and the development of appropriate methodologies for inclusive and personalised learning. Ensure that strategies for student retention and

achievement are in place and implemented consistently and effectively, achieving higher standards year on year. Facilitate effective and efficient implementation of College Policies in all disciplines. Ensure compliance to policies and procedures Monitor compliance to set standard as laid down by SANC, CHE and SAQA. Ensure continuous staff capacity building to promote academic excellence. Exercise supervision and support to academic staff. Manage various submission in relation to student academic matters, including recruitment, registration and SANC records. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning. Collaboration with other academic institutions to enhance academic business operation. Monitoring and evaluation of the academic programs.

ENQUIRIES : Ms P Mene Tel No: 043 700 9717/26.
APPLICATIONS : must be submitted electronically via email to: Patricia.Mene@echealth.gov.za

POST 22/355 : **MEDICAL PHYSICIST GRADE 1-3 REF NO. ECHEALTH/MEDP/NMAH/ARP/NTSG/01/06/2026**

SALARY : Grade 1: R844 128 – R935 049 per annum (OSD)
Grade 2: R953 094 - R1 055 292 per annum (OSD)
Grade 3: R1 087 263 - R1 22 843 per annum (OSD) (All-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with the HPCSA as a Medical Physicist. Registration with HPCSA as a Medical Physicist. Experience: **Grade 1**: None after registration with HPCSA as a Medical Physicist. **Grade 2**: 8 years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 years appropriate after registration with the HPCSA as a Medical Physicist. Ability to work under pressure and meet deadlines. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Capable of using initiative for problem solving, recognizing the need for action, considering possible risks and taking responsibility for results. Good communication, interpersonal relationships, research, development and teaching skills. Knowledge of statutory regulations regarding the medical use of ionizing radiation, particularly concerning diagnostic radiology. Potential to develop management skills. Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics.

DUTIES : Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology Assisting with departmental administration. Assistance with equipment tender preparation, evaluation and commissioning. Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. External Coordination with other institutions in the province or national on Medical Physics activities. Attending and presenting at meetings, workshops and CPD activities. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including Sound knowledge of radiotherapy dosimetry equipment, treatment planning acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution.

ENQUIRIES : Ms Calaza Tel no: 047 502 4469
APPLICATIONS : must be submitted electronically via email to: Nozidumo.Calaza@echealth.gov.za

POST 22/356 : **ASSISTANT MANAGER NURSING SPECIALITY (ONCOLOGY) REF NO: ECHEALTH/AMN-ONC/APL/01/06/2026**

SALARY : R785 568 – R884 940 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Oncology Nursing Science. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the

relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

DUTIES : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

ENQUIRIES : Ms N Mthitshana Tel no: 043 709 2487/2532.

APPLICATIONS : must be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

POST 22/357 : **ASSISTANT MANAGER NURSING SPECIALITY (INTENSIVE CARE UNIT) REF NO: ECHEALTH/AMN-ICU/FRH/APL/01/06/2026**

SALARY : R785 568 – R884 940 per annum (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Intensive Nursing Science. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

DUTIES : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

ENQUIRIES : Ms N Mthitshana Tel no: 043 709 2487/2532.

APPLICATIONS : must be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

POST 22/358 : **ASSISTANT MANAGER NURSING SPECIALITY (PSYCHIATRY) REF NO: ECHEALTH/AMN-ICU/KPH/APL/01/06/2026**

SALARY : R785 568 – R884 940 per annum (OSD)

CENTRE : Chris Hani District, Komani Psychiatric Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and

Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

DUTIES : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

ENQUIRIES : Mrs N Mzola Tel no 045 858 8400.

APPLICATIONS : must be submitted electronically via email to: Nombulelo.Mzola@echealth.gov.za

POST 22/359 : **REGISTERED COUNSELLOR REF NO. ECHEALTH/RC/NMAH/ARP/NHI/01/06/2026**

SALARY : Grade 1: R741 102 – R821 070 per annum (OSD)
Grade 2: R844 128 – R935 049 per annum (OSD)
Grade 3: R953 094 – R1 055 292 per annum (OSD)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Honours Degree in Psychology/4 years Bachelor's degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. **Grade 1**: none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3**: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.

DUTIES : Providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources.

ENQUIRIES : Ms Calaza Tel no: 047 502 4469

APPLICATIONS : must be submitted electronically via email to: Nozidumo.Calaza@echealth.gov.za

POST 22/360 : **ASSISTANT MANAGER NURSING (NURSING DEVELOPMENT) REF NO: REF NO: ECHEALTH/AMN-ND/FRONTH/ARP/SHRTD/01/06/2026**

SALARY : R720 819 - R846 282 per annum (OSD)

CENTRE : Chris Hani District, Frontier Regional Hospital

REQUIREMENTS : Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Post Basic/Graduate qualification in Nursing Education with a duration of at least one (1) year. Current registration SANC receipt. Diploma in Health Services Management and Computer literacy will be an added advantage. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resources prescripts. Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Labour Relations Act. Knowledge of PFMA, National and Provincial Treasury Regulations, Supply Chain Management processes and other financial Policies and prescripts. Budgeting and financial management. Knowledge of Departmental policies, processes and procedures, Skills Development Act, Skills Development Levies Act, Workplace Based Learning Regulations, National Qualification Framework, Batho Pele Principles. Good communication skills with information management and the ability to work well under pressure. Applied strategic leadership and capability. Customer orientation and client satisfaction. Programme and project management knowledge. Facilitation and presentation skills. Report writing skills. Interpersonal skills including conflict management and counselling. A valid driver's licence. Computer Literacy.

DUTIES : Execute all duties and functions with proficiency, in support of the aims and strategic objectives of the department. Provide strategic leadership for clinical

teaching and learning programmes. Participate in an integrated, multidisciplinary approach to strategic planning together with other members of the health care team. Champion CPD and in-service training programmes. Provide advice and guidance to nursing staff and health professionals so that service delivery meets provincial and national standards and norms. Represent the training and development unit at provincial and national level as and when required. Support and monitor health science trainees in the platform to achieve expected learning outcomes for production of safe practitioners. Liaise with Institutions of Higher learning for alignment of academic programmes with clinical skills and maintain accreditation status of the facility. Monitor and evaluate nursing care education programmes including clinical skills to ensure the achievement of competent nurse practitioners. Initiate, promote and support appropriate human resource and career development programmes for staff. Collaborate proactively with relevant statutory bodies and professional organisations on nurse education and training. Maintain the proper use and control of training equipment. Plan the budget and manage the expenditure in area of responsibility, through responsible implementation of policies, practices and decisions to achieve objectives. Engage in effective communication and interactions between departments, and various disciplines in the sector. Assist with collection of information and data to submit monthly reports.

ENQUIRIES : Ms P Marongo Tel No. 045 808 4272.
APPLICATIONS : must be submitted electronically via email to: Patricia.Marongo@echealth.gov.za

POST 22/361 : **ASSISTANT MANAGER NURSING (NURSING DEVELOPMENT) REF NO: REF NO: ECHEALTH/AMN-ND/NMAH/ARP/SHRTD/01/06/2026**

SALARY : R720 819 - R846 282 per annum (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Post Basic/Graduate qualification in Nursing Education with a duration of at least one (1) year. Current registration SANC receipt. Diploma in Health Services Management and Computer literacy will be an added advantage. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resources prescripts. Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Labour Relations Act. Knowledge of PFMA, National and Provincial Treasury Regulations, Supply Chain Management processes and other financial Policies and prescripts. Budgeting and financial management. Knowledge of Departmental policies, processes and procedures, Skills Development Act, Skills Development Levies Act, Workplace Based Learning Regulations, National Qualification Framework, Batho Pele Principles. Good communication skills with information management and the ability to work well under pressure. Applied strategic leadership and capability. Customer orientation and client satisfaction. Programme and project management knowledge. Facilitation and presentation skills. Report writing skills. Interpersonal skills including conflict management and counselling. A valid driver's licence. Computer Literacy.
DUTIES : Execute all duties and functions with proficiency, in support of the aims and strategic objectives of the department. Provide strategic leadership for clinical teaching and learning programmes. Participate in an integrated, multidisciplinary approach to strategic planning together with other members of the health care team. Champion CPD and in-service training programmes. Provide advice and guidance to nursing staff and health professionals so that service delivery meets provincial and national standards and norms. Represent the training and development unit at provincial and national level as and when required. Support and monitor health science trainees in the platform to achieve expected learning outcomes for production of safe practitioners. Liaise with Institutions of Higher learning for alignment of academic programmes with clinical skills and maintain accreditation status of the facility. Monitor and evaluate nursing care education programmes including clinical skills to ensure the achievement of competent nurse practitioners. Initiate, promote and support appropriate human resource and career development programmes for staff. Collaborate proactively with relevant statutory bodies and professional organisations on nurse education and training. Maintain the proper use and control of training equipment. Plan the budget and manage the expenditure in area of responsibility, through responsible implementation of policies, practices and decisions to achieve objectives. Engage in effective communication and interactions between departments, and various disciplines in the sector. Assist with collection of information and data to submit monthly reports.

ENQUIRIES : Ms Calaza Tel no: 047 502 4469.
APPLICATIONS : must be submitted electronically via email to: Nozidumo.Calaza@echealth.gov.za

POST 22/362 : **LECTURER - PND1 REF NO. ECHEALTH/LEC/LSK/ES/01/06/2026 (4 POSTS)**

SALARY : Grade 1: R495 423 – R581 931 per annum (OSD)
Grade 2: R607 350 – R797 352 per annum (OSD)

CENTRE : Lilitha Nursing College, Lusikisiki Campus

REQUIREMENTS : R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Post Basic qualification in Nursing Education is a prerequisite. Registration with SANC. A minimum of four (4) years of appropriate/recognizable experience after registration with SANC in General Nursing. Ability to teach and function in a multi-discipline team.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Develop, plan and implement academic programs. Develop/design, review and evaluate the curriculum. Develop and review training documents and guidelines. Prepare and present lessons and mentor and supervise students' research projects. Participate in the development of college policy by giving inputs and adhere to prescribed policies and procedures related to student training. Apply various teaching and learning strategies to reach the required outcomes. Plan and implement remedial and quality assurance programs. Draw a schedule for clinical placement and accompaniment and accompany students in clinical areas. Create clinical learning opportunities and assess students according to unit/ward procedures. Monitor students' movement within the clinical setting and keep records. Serve as a member of various committees (research and policy-making committee). Attend meetings and workshops. Participate in career guidance exhibitions (marketing the college to the community). Conduct and participate in nursing research. Monitor class and clinical attendance and control and monitor students leave. Supervise students' research projects. Counsel students and maintain student's discipline. Demonstrate effective communication with students, supervisors and other lecturers, including report rating and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Able to apply computer technology and programmes to enhance he level of educational programmes.

ENQUIRIES : Ms P Hosolo Tel No: 043 700 9728

APPLICATIONS : must be submitted electronically via email to: Patricia.Mene@echealth.gov.za

POST 22/363 : **LECTURER - PND1 REF NO. ECHEALTH/LEC/QTNC/ES/01/06/2026 (2 POSTS)**

SALARY : Grade 1: R495 423 – R581 931 per annum (OSD)
Grade 2: R607 350 – R797 352 per annum (OSD)

CENTRE : Lilitha Nursing College, Queenstown Campus

REQUIREMENTS : R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Post Basic qualification in Nursing Education is a prerequisite. Registration with SANC. A minimum of four (4) years of appropriate/recognizable experience after registration with SANC in General Nursing. Ability to teach and function in a multi-discipline team.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Develop, plan and implement academic programs. Develop/design, review and evaluate the curriculum. Develop and review training documents and guidelines. Prepare and present lessons and mentor and supervise students' research projects. Participate in the development of college policy by giving inputs and adhere to prescribed policies and procedures related to student training. Apply various teaching and learning strategies to reach the required outcomes. Plan and implement remedial and quality assurance programs. Draw a schedule for clinical placement and accompaniment and accompany students in clinical areas. Create clinical learning opportunities and assess students according to unit/ward procedures. Monitor students' movement within the clinical setting and keep records. Serve as a member of various committees (research and policy-making committee). Attend meetings and workshops. Participate in career guidance exhibitions (marketing the college to the community). Conduct and participate in nursing research. Monitor class and clinical attendance and control and monitor students leave. Supervise students' research projects. Counsel students and maintain student's discipline. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Able to apply computer technology and programmes to enhance the level of

educational programmes.

ENQUIRIES : Ms P Hosolo Tel No: 043 700 9728
APPLICATIONS : must be submitted electronically via email to: Patricia.Mene@echealth.gov.za

POST 22/364 : **LECTURER - PND1 REF NO. ECHEALTH/LEC/PEC/ES/01/06/2026**

SALARY : Grade 1: R495 423 – R581 931 per annum (OSD)
Grade 2: R607 350 – R797 352 per annum (OSD)

CENTRE : Lilitha Nursing College, Port Elizabeth Campus
REQUIREMENTS : R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Post Basic qualification in Nursing Education is a prerequisite. Registration with SANC. A minimum of four (4) years of appropriate/recognizable experience after registration with SANC in General Nursing. Ability to teach and function in a multi-discipline team.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Develop, plan and implement academic programs. Develop/design, review and evaluate the curriculum. Develop and review training documents and guidelines. Prepare and present lessons and mentor and supervise students' research projects. Participate in the development of college policy by giving inputs and adhere to prescribed policies and procedures related to student training. Apply various teaching and learning strategies to reach the required outcomes. Plan and implement remedial and quality assurance programs. Draw a schedule for clinical placement and accompaniment and accompany students in clinical areas. Create clinical learning opportunities and assess students according to unit/ward procedures. Monitor students' movement within the clinical setting and keep records. Serve as a member of various committees (research and policy-making committee). Attend meetings and workshops. Participate in career guidance exhibitions (marketing the college to the community). Conduct and participate in nursing research. Monitor class and clinical attendance and control and monitor students leave. Supervise students' research projects. Counsel students and maintain student's discipline. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Able to apply computer technology and programmes to enhance the level of educational programmes.

ENQUIRIES : Ms P Hosolo Tel No: 043 700 9728
APPLICATIONS : must be submitted electronically via email to: Patricia.Mene@echealth.gov.za

POST 22/365 : **MEDICAL BIOLOGICAL SCIENCIST GRADE 1-3 REF NO. ECHEALTH/MEDBS/NMAH/ARP/NTSG/01/06/2026**

SALARY : Grade 1: R413 121 – R472 359 per annum (OSD)
Grade 2: R482 499 – R550 389 per annum (OSD)
Grade 3: R564 822 – R683 808 per annum (OSD)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Biological Scientist (Reproductive Biology/Clinical Embryology). Registration with HPCSA as a Medical Biological Scientist (Reproductive Biology/Clinical Embryology). **Grade 1:** None after registration with HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 10 years' relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa**. Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Medical Biological Scientist (Reproductive Biology/Clinical Embryology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. The ideal candidate must have clinical experience in embryology and andrology, with proficiency in advanced laboratory techniques used in assisted reproductive technology (ART). Strong

proficiency in ICSI, micromanipulation, and vitrification techniques. Experience with sperm preparation techniques for ART procedures (IUI, IVF, ICSI). Thorough knowledge of quality control and laboratory accreditation standards. Excellent problem-solving skills and attention to detail. Ability to work effectively in a high-pressure clinical environment. Commitment to continuous professional development and research in reproductive biology.

DUTIES : Perform comprehensive andrology and embryology procedures in a clinical ART setting. Conduct intracytoplasmic sperm injections (ICSI) and other micromanipulation techniques with precision. Assess and process semen samples, including routine semen analysis and advanced sperm function tests. Perform oocyte retrieval preparation, fertilization assessment, and embryo culture following laboratory protocols. Conduct cryopreservation of gametes and embryos using vitrification techniques, ensuring high survival rates post-thaw. Perform embryo biopsy for preimplantation genetic testing (PGT) when required. Maintain quality control and laboratory compliance with national and international ART regulations. Collaborate with clinicians and other ART specialists to optimize patient outcomes. Contribute to training, research, and development initiatives in reproductive biology.

ENQUIRIES : Ms Calaza Tel no: 047 502 4469.

APPLICATIONS : must be submitted electronically via email to: Nozidumo.Calaza@echealth.gov.za

POST 22/366 : **CHIEF SPEECH AND AUDIOLOGIST (COORDINATOR) GRADE 1-3 REF NO: ECHEALTH/CSPT-C/ARP/SHRTD/01/06/2026**

SALARY : Grade 1: R413 121 - R472 389 per annum (OSD)
Grade 2: R482 499 - R550 389 per annum (OSD)
Grade 3: R564 822 - R683 808 per annum (OSD)

CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIRMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with a professional council: registration with the health professions council of South Africa (HPCSA) as a speech therapist or speech therapist and audiologist an independent practitioner. Proof of current renewal of practice license with HPCSA as a speech therapist or speech therapist and audiologist (dual registration) independent practice. Minimum 3 years' experience working as a Speech Therapist or Speech Therapist & Audiologist after registering with HPCSA. Valid (Code B/EB) driver's license. Supervisory experience and additional qualifications in the relevant field will be an added advantage. Computer literate, good communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player. Team leadership skills.

DUTIES : Provision of effective and comprehensive assessment and treatment to all patients referred to speech therapy and audiology. Assess, plan and implement treatment methods within the management of all speech therapy and audiology disorders. Sound knowledge of assessment and management of patients with varied medical diagnoses e.g. cerebral palsy/neurological conditions and hearing impairment. Confidential and ethical multidisciplinary approach to treatment of patients. Manage human resources and provide clinical support to junior staff. Provide supervision, clinical support and training to students. Provide supervision and training of university students. Implement and contribute to the proper utilization of allocated financial and physical resources. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in development and implementation of protocols and policies. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plans. Attend management meetings and forums. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES : Ms N. Matshaya Tel no 043 708 2121

APPLICATIONS : must be submitted electronically via email to: Ntombizini.Matshaya@echealth.gov.za

POST 22/367 : **CHIEF DIETETICS (CLINICAL TUTOR) GRADE 1-3 REF NO: ECHEALTH/CD-CT/ARP/SHRTD/01/06/2026**

SALARY : Grade 1: R413 121 - R472 389 per annum (OSD)
Grade 2: R482 499 - R550 389 per annum (OSD)
Grade 3: R564 822 - R683 808 per annum (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : Appropriate qualification (National Diploma/Degree in Dietetics) that allows for registration with HPCSA as a Dietician. A Masters qualification will be an added advantage. Registration with HPCSA as a Dietitian. Additional requirements: sound knowledge in food services and community nutrition. Knowledge, skills and Competencies required: Knowledge of relevant Acts, regulations, policies,

strategies, guidelines, and protocols within the department of health that impact on nutrition outcomes. Comprehensive knowledge of current dietetics practice, professional ethics, and healthcare delivery systems. Thorough understanding of HPCSA accreditation standards, specifically those related to supervised experiential learning and core competencies. Exceptional written and verbal communication skills, including the ability to negotiate and maintain professional relationships with diverse stakeholders (students, faculty, preceptors, and administrators). Excellent organizational, time management, and problem-solving skills, with a proven ability to manage complex scheduling and administrative tasks. Proficiency in standard office software and experience utilizing learning management systems (LMS) and student tracking software. Ability to work in multi-disciplinary environment

DUTIES : Identify, negotiate, and maintain affiliation agreements (Memoranda of Understanding) with a variety of appropriate clinical, community, food service, and research settings to provide comprehensive supervised practice experiences. Recruit, train, orient, and evaluate clinical supervisors. Conduct regular site visits and evaluations of rotation sites and clinical supervisors to ensure the quality and consistency of student learning experiences and adherence to programme objectives. Coordinate the placement of students in training sites ensuring all students complete the required number of hours in diverse settings. Develop and conduct comprehensive orientation sessions for students prior to the start of their supervised practice rotations. Serve as the primary departmental contact for students during their clinical placements, providing guidance, addressing concerns, and mediating issues between the student and the site supervisors. Implement, monitor, and manage the student evaluation process, including mid-point and final evaluations completed by supervisors and reflective assignments completed by students. Collaborate with relevant staff members to integrate clinical learning objectives with coursework, ensuring a seamless transition from classroom to practice. Maintain meticulous records of student placements, supervised practice hours, supervisor training, and student performance data, fulfilling accreditation requirements. Participate actively in program review, assessment, and accreditation activities, specifically providing data and narrative related to the supervised experiential learning component. Participate in staff training program in the unit. Provide optimal nutritional care to patients. May teach one or more courses related to clinical skills, professional practice, or preparation, as assigned by the Head of Department. Market and promote Dietetic services and contribute towards research.

ENQUIRIES : Ms L Mabanga Tel no 041 405 2348

APPLICATIONS : must be submitted electronically via email to: Noms.Tsotsobe@echealth.gov.za

PROVINCIAL ADMINISTRATION: GAUTENG PROVINCE
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Due to the large volume of applications anticipated, it would be preferrable to hand-deliver as follows:
Ekurhuleni 2 Ampere Road, Chloorkop, Kempton Park);
Soweto 1 Ndaba Drive, Protea North;
Sedibeng: 42 c/o Voortrekker and Stanley str, 3rd floor Vereeniging SAPS
Tshwane: Pretoria Moot SAPS, 586 Ben Swart and 17th Avenue, Pretoria Moot;
Krugersdorp: Krugersdorp SAPS, 118 Commissioner Street Krugersdorp
Johannesburg: Arthur Block, 7 Dolphin Street, Mayfair
Alternatively, forward to one of the following e email addresses: Motaum2@saps.gov.za MotekaMK@saps.gov.za

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, including the SMS, 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 22/368 : **ADMINISTRATION CLERK SUPERVISOR (X 4 POSTS)**

SALARY : R338 106. per annum (level 7)

CENTRE : Supply Chain Management MISP, Parktown (Ref No: GP 20/6/26)
OD &Strategic Management (Monitoring) Parktown (Ref No: GP 21/6/26)
PHO Crime Prevention (JHB Central) (Ref No: GP 22/6/26)

Provincial Commissioner's Office, Parktown (Ref No: GP 23/6/26)

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 & 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, 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 : Ensure Administrative functions relevant to the core functions of the Component. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Component. Compilation of minutes at meetings. Coordinate travel arrangements and manage diary appointments. Compile and monitor data bases relevant to the core functions of the Component.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/369 : **DATA TYPIST SUPERVISOR (X 5 POSTS)**

SALARY : R338 106.per annum (Level 7)

CENTRE : Ivory Park (Ref No: GP 24/6/26)
Diepsloot (Ref No: GP 25/6/26)
Vanderbijlpark (Ref No: GP 26/6/26)
Mamelodi East (Ref No: GP 27/6/26)
Temba (Ref No: GP 28/6/26)

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 & 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, 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 : Capture all information from dockets onto SAPS Systems. Capture information on stolen and recovered property. Capture information on Station priority crimes. Provide information from SAPS Systems to Investigating Officers. General administration duties and record keeping.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/370 : **FINANCIAL CLERK SUPERVISOR (X 2 POSTS)**

SALARY : R338 106.per annum (Level 7)

CENTRE : PC Gauteng: Financial Management, Budget Parktown (Ref No: GP 29/6/26)
Tembisa (Ref No: GP 30/6/26)

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 & 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, 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 : Administer a needs analysis and compile Station/ Provincial Budget. Monitor financial expenditure and salary administration and losses. Advise and assist employees with financial related queries. Monitor Expenditure. Administer and inspect financial registers. Verify granted financial authority.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/371 : **HUMAN RESOURCES CLERK SUPERVISOR (X 9 POSTS)**

SALARY : R338 106.per annum (Level 7)

CENTRE : Tembisa (Ref No: GP 31/6/26)
Moroka (Ref No: GP 32/6/26)
Honeydew (Ref No: GP 33/6/26)
Sebokeng (Ref No: GP 34/6/26)
Pretoria Central (Ref No: GP 35/6/26)
Randfontein (Ref No: GP 36/6/26)
Carletonville (Ref No: GP 37/6/26)
PC Gauteng: Human Resource Management, Recruitment, Parktown (Ref No: GP 38/6/26)
PC Gauteng: Human Resource Management, Discipline, Parktown (Ref No: GP 39/6/26)

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 & 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, 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 : Implementation of HR Policies. Administer Employee Relations / Life Cycle functions (leave administration, Service terminations, injuries on duty). Deal with labour relations. Ensure compliance in terms of Performance Enhancement Processes and Job Descriptions. Administration of transfers, promotions and awards. Nominate employees for Employee health and wellness programmes. Administration of Recruitment processes (entry level Trainees, External appointments, issuing of appointment certificates, re-enlistments and reinstatements). Ensure administration regarding disciplinary cases – updating of SAPS Disciplinary systems according to SAPS Disciplinary Regulations. Maintaining of Disciplinary cases data base.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/372 : **SECRETARY (X 26 POSTS)**

SALARY : R237 453.per annum (Level 5)

CENTRE : Springs (Ref No: GP 40/6/26)
Brakpan (Ref No: GP 41/6/26)
Kempton Park (Ref No: GP 42/6/26)
Diepsloot (Ref No: GP 43/6/26)
Honeydew (Ref No: GP 44/6/26)
Sophia Tow (Ref No: GP 45/6/26)
Orlando (Ref No: GP 46/6/26)
Lenasia (Ref No: GP 47/6/26)
Midrand (Ref No: GP 48/6/26)
Vereeniging (Ref No: GP 49/6/26)
Sedibeng District Commissioner (Ref No: GP 50/6/26)
Sunnyside (Ref No: GP 51/6/26)
Mamelodi (Ref No: GP 52/6/26)
Kagiso (Ref No: GP 53/6/26)
PC Gauteng: DPC Crime Detection, Parktown (Ref No: GP 54/6/26)
PC Gauteng: FCS, Parktown (Ref No: GP 55/6/26)
PC Gauteng: Legal Services (Ref No: GP 56/6/26)
PC Gauteng: Legal Support Parktown (Ref No: GP 57/6/26)
PC Gauteng: Policing, Parktown (Ref No: GP 58/6/26)
Police Emergency, Midrand (Ref No: GP 59/6/26)

Operational Coordination, Brixton (Ref No: GP 60/6/26)
PC Gauteng: Corporate Services, Parktown (Ref No: GP 61/6/26)
PC Gauteng: Financial Management, Parktown (Ref No: GP 62/6/26)
PC Gauteng: Supply Chain Management, Parktown (Ref No:GP 63/6/26)
PC Gauteng: Human Resource Mgt, Parktown (Ref No: GP 64/6/26)
PC Gauteng: Corporate Communication, Parktown (Ref No: GP 65/6/26)

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 & 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 administrative functions. Maintain and manage diary appointments and coordinate travel arrangements. Ensure proper control over e-mails and files received. compilation of minutes at meetings. Professional liaison with relevant stakeholders. General administration related to the core functions of the Component / Station.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/373 : **ADMINISTRATION CLERK (X 29 POSTS)**

SALARY : R237 453.per annum (Level 5)

CENTRE : Ivory Park (Ref No: GP 66/6/26)
Daveyton (Ref No: GP 67/6/26)
Diepsloot (Ref No: GP 68/6/26)
Jeppe (Ref No: GP 69/6/26)
Yeoville (Ref No: GP 70/6/26)
Parkview (Ref No: GP 71/6/26)
Dobsonville (Ref No: GP 72/6/26)
PC Gauteng: FCS, Parktown (Ref No: GP 73/6/26)
Commercial Crime, Aeroton (Ref No: GP 74/6/26)
Organised Crime, Diepkloof (Ref No: GP 75/6/26)
PC Gauteng: Crime Investigation, Parktown (Ref No: GP 76/6/26)
Booysens VCIU (Ref No: GP 77/6/26)
Brixton Flying Squad (Ref No: GP 78/6/26)
Bronkhorstspruit K9 (Ref No: GP 79/6/26)
Brixton Accident Unit (Ref No: GP 80/6/26)
Operational Response Service, Jhb Central (Ref No: GP 81/6/26)
HRM, Library (Ref No: GP 82/6/26)
PC Gauteng: Corporate Communication, Parktown (Ref No: GP 83/6/26)
Pretoria Central Garage (Ref No: GP 84/6/26) (2 posts)
Benoni Garage (Ref No: GP 85/6/26) (2 posts)
JHB Central Garage (GP 86/6/26) (2 posts)
PC Gauteng: Civil Claims, Parktown (Ref No: GP 87/6/26) (2 posts)
Legal Services, Pretoria Central (Ref No: GP 88/6/26)
Legal Services, Vereeniging (Ref No: GP 89/6/26)
Legal Services, Benoni (Ref No: GP 90/6/26)

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 & 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 Administrative functions relevant to the core functions of the Component / Station / Unit. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Component. Compilation of minutes at meetings. Compile and monitor data bases relevant to the core functions of the Component.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/374 : **ADMINISTRATION CLERK (X 2 POSTS)**

SALARY : R237 453.per annum (Level 5)

CENTRE : Heidelberg (Ref No: GP 91/6/26)
De Deur (Ref No: GP 92/6/26)

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 & 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 administrative functions within the Detective Service at Station. Capture information on SAPS Crime Administration Systems. Crete / type e-mails and documents for the Detective Section. Filing of dockets.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/375 : **DATA TYPIST (X 4 POSTS)**

SALARY : R237 453.per annum (Level 5)

CENTRE : Wierdabrug (Ref No: GP 93/6/26)
Reigerpark (Ref No: GP 94/6/26)
Rosebank (Ref No: GP 95/6/26)
Fochville (Ref No: GP 96/6/26)

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 & 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 administrative functions within the Detective Service at Station. Capturing data from dockets on SAPS Crime Administration Systems. Crete / type e-mails and documents for the Detective Section. Filing of dockets.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/376 : **FINANCIAL CLERK (X 5 POSTS)**

SALARY : R237 453 per annum (Level 5)

CENTRE : Sandton (Ref No: GP 97/6/26)
Jabulani (Ref No: GP 98/6/26)
De Deur (Ref No: GP 99/6/26)
Mamelodi East (Ref No: GP 100/6/26)
Ivory Park (Ref No: GP 101/6/26)

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 & 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 registering and processing of claims and standing advances. Process and administer salary matters. Process and administer matters related to the Budget of Station. Administration of Financial registers.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/377 : **HUMAN RESOURCE CLERK (X 5 POSTS)**

SALARY : R237 453.per annum (Level 5)

CENTRE : Meyerton (Ref No: GP 102/6/26)
Sinoville (Ref No: GP 103/6/26)

PC Gauteng: Human Resource Management (Discipline), Parktown (Ref No: GP 104/6/26) (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 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 & 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 : Implementation of HR Policies. Administer Employee Relations / Life Cycle functions (leave administration, Service terminations, injuries on duty). Deal with labour relations. Ensure compliance in terms of Performance Enhancement Processes and Job Descriptions. Administration of transfers, promotions and awards. Nominate employees for Employee health and wellness programmes. Ensure administration regarding disciplinary

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423 / 7560

POST 22/378 : **SUPPLY CHAIN CLERK (X 6 POSTS)**

SALARY : R237 453.per annum (Level 5)

CENTRE : Randburg (Ref No: GP 105/6/26)
Brixton (Ref No: GP 106/6/26)
Garsfontein (Ref No: GP 107/6/26)
Randfontein (Ref No: GP 108/6/26)
Hekpoort (Ref No: GP 109/6/26)
PC Gauteng: Supply Chain Management (MGP), Parktown (Ref No: GP 110/6/26)

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 & 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 : Administration of processes related to Supply Chain Management at the Station/ Component. Administration of vehicle fleet, assets and moveable property.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/379 : **ADMINISTRATION CLERK (X 2 POSTS)**

SALARY : R237 453 per annum (Level 5)

CENTRE : Boipatong (Ref No: GP 111/6/26)
Brooklyn (Ref No: GP 112/6/26)

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 & 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 administrative functions within the Visible Policing environment at Station. Capture information on SAPS Crime Administration Systems. Crete / type e-mails and documents for the Visible Policing Section. Filing and record keeping.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/380 : **DATA TYPIST (X 3 POSTS)**

SALARY : R237 453.per annum (Level 5)

CENTRE : Devon (Ref No: GP 113/6/26)
Tarlton (Ref No: GP 114/6/26)

Magaliesburg (GP 115/6/26)

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 & 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 : Capture information on the SAPS Crime Administration Systems as indicated in crime dockets. Effective data capturing of arrested suspects, exhibits, operational plans, stolen and recovered property. General and specific administration duties and record keeping in the Visible Policing environment.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/381 : **SECURITY GUARD (X 30 POSTS)**

SALARY : R170 226.per annum (Level 3)

CENTRE : Benoni VSS (Ref No: GP 116/6/26) (2 posts)
Booysens VSS (Ref No: GP 117/6/26) (1 post)
Protea VSS (Ref No: GP 118/6/26) (1 post)
HRDC JHB (Ref No: GP 119/6/26) (2 posts)
HRDC Krugersdorp (Ref No: GP 120/6/26) (4 posts)
Chamdor (Ref No: GP 121/6/26) (5 posts)
SVCI Wynberg (Ref No: GP 122/6/26) (2 posts)
Vereeniging Garage (Ref No: GP 123/6/26) (5 posts)
Jhb Garage (Ref No: GP 124/6/26) (6 posts)
PC Gauteng: Parktown (Ref No: GP 125/6/26) (2 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 & 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 control admission by positive identification of officers / employees, visitors and maintenance personnel before they are allowed to enter the premises. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check supplies, 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. Control the admission of vehicles in fenced-off areas. Patrol buildings and fenced-off areas. Guard vehicles, workshops and equipment in the field Supervise cleaners and maintenance personnel – 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. Render assistance to security offices in the performance of duties.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

POST 22/382 : **CLEANER (X 17 POSTS)**

SALARY : R144 024 per annum (Level 2)

CENTRE : PC Gauteng: Parktown (4posts) (Ref No: GP 126/6/26)
Benoni (Ref No: GP 127/6/26)
Crystalpark (Ref No: GP 128/6/26)
Rabie Ridge (Ref No: GP 129/6/26)
Alexandra (Ref No: GP 130/6/26)
Linden (Ref No: GP 131/6/26)
Norwood (Ref No: GP 132/6/26)
Vaal Marina (Ref No: GP 133/6/26)

Ratanda (Ref No: GP 134/6/26)
Ga-Rankuwa (Ref No: GP 135/6/26)
Hercules (Ref No: GP 136/6/26)
Bronkhorstspruit (Ref No: GP 137/6/26)
Krugersdorp (Ref No: GP 138/6/26)
Bekkersdal (Ref No: GP 139/6/26)

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 & 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 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 of tile 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 premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Applications may be hand-delivered, as follows: The Provincial Commissioner: Provincial Recruitment, 15 Bramficher Road, Durban 4000 (Servamus Building) Or can be posted in the following address: The Provincial Commissioner: Provincial Recruitment, P.O. Box 1965, Durban 4000 (For attention: Lt Colonel S.N Zondo)
Via Email: KZN:Prov:HRPA:Zondo SN - Lt Col ZondoSN@saps.gov.za
KZN:Prov:HRPA:Machaie PL - Capt MachaieP@saps.gov.za
KZN:Prov:HRPA:Recruitment:Nkosi SV - PPO NkosiS2@saps.gov.za
KZN:Prov:HRPA:Petersen HD - SAC PetersenH@saps.gov.za
Mbokazi Sby- MbokaziSS@saps.gov.za
Moodley Shaun MoodleyS3@saps.gov.za

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, including the SMS, 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 22/383 : **ADMINISTRATION CLERK SUPERVISOR**

SALARY : R338 106 per annum (level 7)

CENTRE : PHO: Operational Command Centre (OCC) Ref No: KZN ACS 01/06/2026 (x1post)
PHO: Police Emergency Services (PES) Ref No : KZN ACS 02/06/2026 (x1post)
PHO : Proactive Policing (OCC) Ref No : KZN ACS 03/06/2026 (x1post)

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 Knowledge of relevant prescripts applicable to the Public Service and Competencies: 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 and evaluation performance of the component. Consolidate quarterly AOP monitoring tools. Prepare presentation for Provincial Vispol Forum and Provincial joints. Consolidate feedback for the Medium-Term Development Plan. Co-ordinate Questions in Parliament and post audit action plan Administer risk compliance, consolidation of quarterly risk assessment register and compliant received against the Police

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/384 : **ADMINISTRATION CLERK SUPERVISOR**

SALARY : R338 106.per annum (level 7)

CENTRE : PHO: Personnel Management: MISP Ref No: KZN ACS 04/06/2026(x1post)
PHO: Corporate Communication: MISP Ref No: KZN ACS 05/06/2026(x1post)

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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 : Manage the compilation of Performance Agreement once per year and two assessments for Provincial Head. Consolidate monthly reports on monthly performance on feedback and planning co-ordination within the Component in Terms of Provincial Directives. Verify data monthly to ensure accuracy to analyse and compile management reports. Identify generic reports to be generated by the MI. Consolidate management information to generate both generic and specific reports upon request monthly. Prepare (01) professional, accurate management reports / presentations on a quarterly basis in terms of and Promotion of Administrative Justice Act (PAJA) 3 of 2000. Manage and coordinate all administration relating to vehicle fleet monthly, and inspections. Ensure Petrol on POLFIN monthly reports are verified from petrol slips against FNB reports are received from SCM for vehicles. Conduct provisioning and logistical needs assessment to identify needs and shortages on moveable and immovable government property/stock. Manage budget weekly, monitor financial expenditure weekly and salary administration and losses at the monthly. Manager and monitor compliance with the instructions related to Job Descriptions Performance Enhancement Process (PEP) and Performance Management. Manager and facilitate the training needs for personnel within the component and act as a skills development facilitator for the component. Manage the leave of personnel within the Component. Monitor and update Z8 register (attendance register), Leave register, Absence register to office instructions, Time due register in terms National Instruction2/2004. Manage cellular phone accounts for officers and telephone accounts for employees monthly within the component. Manage the chief User for the Component by ensuring that office inventories are maintained in. Control the utilisation of equipment as per office inventory. Manage two (02) photocopy machine daily (on the usage) and ensure report to Minolta if not working.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/385 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 06/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Crime Detection: MISP
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 Knowledge of relevant prescripts applicable to the Public Service And Competencies: 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 the development implementation and management of the operational plan. and Performance Chart at the province. Maintain and coordinate Information systems at the province. Ensure data Integrity of all mainframe systems at the province. Maintain and direct Provincial Efficiency Performance profile and targets /Compile reports. Monitoring of Performance Chart System within the Province. Consolidating of Information co-ordination for the DPC Crime Detection: Detective Service: KZN.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/386 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 07/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Organisational Development: Fixed Establishment
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies: 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 : Receive and verify information on leave application forms (SAP 26) and capture on the system on daily basis. Maintain attendance Register (Z8 register) by co-ordinating inspection on daily and monthly, and submitting to component Head. Co-ordinate monthly return on leave audit for members within OD & Strategic Management. Maintain register for hourly absence and submit weekly to Provincial Head for inspection. Co-ordinate weekly return on opening registry files, circulating files to other role players, closing of files. Compile monthly status report on request for posts particulars. Co-ordinate and compile procurement needs for M & E Section (obtaining quotations, rotation of suppliers etc) and submit status, report weekly in accordance with PFMA prescripts. Co-ordinate registry files per week regarding: - Opening registry files, circulating files to other role players, Closing of files in terms of NI on archives. Assist in co-ordinating administration files for losses in terms of loss management prescripts and compile monthly status report.Co-ordinate and compile weekly and monthly performance report on: Station SPR sheets facilitated, Station audit conducted, Fixed establishment posts distributed according to schedule, Requests received for post confirmation, sent to Head Office, sent to Personnel Services. List of structures/components verified on

System. No of files SAP495 were completed and submitted. Transfer committee meetings attended. attended HRC meetings. HRC action log status.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/387 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 08/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Organisational Development: Work-Study
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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-ordinate concept budget yearly. Co-ordinate cell phone and telephone accounts monthly. Co-ordinate one (1) weekly return on status of itinerary submitted, requests for advances made and Submission of claims. Certify telephone lines, data lines and cellular accounts annually. Certifying pay rolls for OD & Strategic Management monthly. Co-ordinating one (01) monthly return on Provision training of members. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on Polfin. Co-ordinate registry files regarding opening registry files, circulating files to other role player, close files. Co-ordinate and compile administration files for losses status reports. Compile a weekly database of work study investigations. Compile a database of implementation of approve work study investigations. Compile schedule of database for implementation committee meeting and update status report. Compile and Co-ordinate database of request for Management reports.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/388 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 09/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Human Resource Development: Support 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). 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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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 and co-ordinate performance management system related matters. Supervise and administer behaviour management. Supervise the management of an effective and efficient absenteeism management system. Supervise the efficient service termination process. Supervise the submission of monthly return. Facilitate the compilation of the concept budget. Monitor proper state income management. Inspect financial registers and verify granted financial authorities. Supervise the allocation of overtime budget and application per budget allocation. Supervise the prescript relating to submitting financial disclosures (SMS, MMS and identified categories) and submit application for remuneration work. Conduct weekly

systematic monitoring of POLFIN of HRD Centres and submit report to commanders. Supervise the submission of pay-sheet-related matters. Supervise the approving and submission of all itineraries and claims received. Supervise the gift & Hospitality register for Human Resource Development PH. Supervise an effective and efficient state asset and inventory control management. Monitor distribution and utilization of physical resources. Supervise the management of SHE management matters.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/389 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 10/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Supply Chain Management: MISP
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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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 logistics regarding Supply Chain Management related functions. Maintain the budget and control and monitor Financial Administration. Maintain the organizational & operational profile Gather and evaluate management information. Prepare graphics and other management presentations. Initiate and manage the provincial participation and performance on government initiated and empowerment projects. Render administrative services i.r.o SCM, HRM and Finance & Administration.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/390 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 11/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Auxiliary Services: Support
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 : Attend to all Administrative matters for the component which includes: Compiling and circulating the Provincial duty list weekly. Human Resource Duties which include all Absenteeism matters, Transfers, Disciplinary matters, Grievances, Compiling returns for the Component. All Supply Chain duties for the component which includes asset certification and maintaining the Stock Register (SAPS 24); Compiling applications for stock and equipment. Attending to all Financial related matters including the concept Budget of the component, monitoring of expenditure, certification of paysheet, overtime applications, completing and handling of all claims. Assist to Conduct inspections at Districts and Stations.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/391 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: KZN HRS 01/06/2026(X1POST)**

SALARY : R338 106 per annum (level 7)
CENTRE : PHO: Personnel Management: Service Termination
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 : Manage and monitoring service termination of the station documents. Capturing and uploading service termination. Ensure the finalization of service termination with timeframes. Manage the PERSAP function 2.21.57 drawn daily. Ensure the acknowledgement of receipt, capturing and sending of exit interview forms for the employees. Supervise the submission of death grant application of good quality to Head Office. Manage and handle rejections from the Administration agencies. Ensure the Station Service Termination are trained. Ensure the Service Termination documents received are submitted at Head Office.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/392 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: KZN HRS 02/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: HR Planning and Utilisation
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 : Assisting in the co-ordination of HR Planning Utilisation within the Province. Assisting in the training of Human Resources Utilisation personnel at station level in respect of HRU within the province. Co-ordinate administration processes pertaining to Human Resources Utilization.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/393 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: KZN HRS 03/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: HRU: Performance management
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 the capturing of PEP documents PERSAP system for all employees from salary level 1 to salary level 12 within the province. Facilitate that PEP & Audit. Inspect and verify PEP Information captured for PEP plans and assessment on employees from salary level 1 to 12 within the province. Facilitate and conduct PEP Audit for the plan and written assessment of PEP information on employees from salary level to 12. Facilitate and assist in conducting PEP Practical training to employees within the province. Consolidate terminated employees return on salary level 1-12 within the province. Administer incoming & outgoing correspondence within the section, file documents and correspondence Take minutes when meetings for the section are held and type them. Prepare the itineraries for the section.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/394 : **HUMAN RESOURCE CLERK SUPERVISOR Ref No: KZN HRS 04/06/2026(x1post)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Human Resource Utilisation: Labour Relations
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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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 typing services, office administration and documentation in relation to the sections functional activities and rendering of filling system. Render secretarial and administrative support functions for the section. Assist with management of conflict and improving labour relations in the province. Assist with management of grievances in the province.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/395 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: KZN SCS 01/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE
PHO: Crime Detection: Support 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). 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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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 : Administrate effective and efficient asset management and inventory control. Ensure distribution and utilisation of physical resources Administration of losses and damages to state property. Ensure procurement of resources as per prescript.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/396 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: KZN SCS 2/06/2026(X1POST)**

SALARY : R338 106 per annum (level 7)
CENTRE : PHO: SCM: Asset Management: Support 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). 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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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 manage all aspects regarding the maintenance of VAS asset registration for state owned leased accommodation within the SAPS. Management of official accommodation in the province. To ensure the provision of an effective property information management function in the SAPS. Conduct of inspections in respect of fixed assets.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/397 : **FINANCIAL CLERK SUPERVISOR REF NO : KZN FCS 01/06/2026(X1POST)**

SALARY : R338 106 per annum (level 7)
CENTRE : PHO: Financial Services: Salary Administration
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 : Process changes to banking details. Manage and administer stoppage of salaries and payrolls. Administer and deposit payments for private telephone calls. Administration of tax numbers in the province. Processing overtime and Province. Claims. Address aspects relating to housing.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/398 : **LIBRARY CLERK SUPERVISOR REF NO : KZN LCS 01/06/2026(X1POST)**

SALARY : R338 106 per annum (level 7)
CENTRE : PHO: Human Resource Development
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 Library services which include distribution and collection of library material. Provide information service to patrons on immediate demand. Market the Provincial Library and Orientate Users. Develop and render selective dissemination of information (SD 1) and actuality services. Organise the library material according to the standard of the Organisation.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/399 : **SECURITY GUARD SUPERVISOR REF NO. KZN SGS 01/06/2026 (1X POST)**

SALARY : R237 453 per annum (level 5)

CENTRE : PHO: Auxiliary Services (Durban)

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 Knowledge of access control procedures. Knowledge of measures for the and Competencies 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 : Supervise the guarding of the Provincial Headquarters, personnel, vehicles and equipment. Supervise the legal and safe entry and exit of employees, visitors and motor vehicles. Inspection of and updating of all relevant security registers. Supervise the patrol of the premises to prevent and detect signs of intrusion and ensure security of all entry and exit points. Enforce security access measures and reporting of all security breaches. Handling of all administrative matters for all security reliefs. Managing all control rooms duties, including monitoring of CCTV cameras, registration and maintaining the Facial Recognition ANPR System.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/400 : **ADMINISTRATION CLERKS**

SALARY : R237 453 per annum (level 5)

CENTRE : PHO: Legal Services (Umgungundlovu District,) Ref No: KZN AC 01/06/2026(x1 post)
PHO: Legal services (Umkhanyakude District) Ref No : KZN AC 02/06/2026(x1 post)
PHO: Legal Services (King Cetshwayo District) Ref No : KZN AC 03/06/2026(x1 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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 General administration duties relating to Legal Services. Administer processes relating to the investigation/determination of liability of losses/civil claims. Administer processes relating to the reporting/recording of losses/civil claims in accordance with the national norms and standards.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/401 : **ADMINISTRATION CLERK REF NO: KZN AC 04/06/2026(X1 POST)**

SALARY : R237 453.per annum (level 5)
CENTRE : PHO: Legal Services: Arbitration
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 General administration duties relating to Legal Services. Assist with arbitration case flow management including liaising with SSSBC/CCMAA/National Office arbitration Nodal Point /Legal Officials relating to arbitration matters.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/402 : **ADMINISTRATION CLERK**

SALARY : R237 453. per annum (level 5)
CENTRE : SAPS Kokstad garage Ref No: KZN AC 05/06/2026(1xpost)
SAPS Jacobs garage Ref No: KZN AC 06/06/2026(1 post))
SAPS Marianhill garage Ref No: KZN AC 07/06/2026(x1 post)
SAPS Jozini garage Ref No: KZN AC 08/06/2026(x1 post)
PHO: SCM Ref No: KZN AC 09/06/2026(x2 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 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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 duties of administrative nature which will include general administration duties as well as specific administrative duties Process application for acquisition of goods and services Supply maintenance on SAPS DATA and CSD inspection Rotation of suppliers according to the CSD Administration of returns Perform requisition and Acquisition Monitor procurement applications and update procurement systems/ Database Maintain suppliers and procurement database.

Communicate and update Chief User on order expected delivery note follow up invoice payment and address suppliers' payment enquiries.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/403 : **ADMINISTRATION CLERK REF NO: KZN AC 10/06/2026(X1POST)**

SALARY : R237 453. per annum level 5)
CENTRE : PHO: Human Resource Development: Band
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 experience Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 : Set up microphone and Sound system throughout the province or where required. Check sound levels and equipment functionality, run sound checks, and other task using MIDI (Musical Instrument Digital interface) production instrument. Service sound equipment of the component*Render duties of administrative nature which will include general administration duties as well as specific administrative duties.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/404 : **ADMINISTRATION CLERK REF NO: KZN AC 11/06/2026(1XPOST)**

SALARY : R237 453 per annum (level 5)
CENTRE : PHO: HRU: MISP/MIC
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 duties pertaining to Supply Chain Management. To maintain the section telephone accounts and cell phone accounts. To render administrative duties pertaining to HR regarding Personnel Services related functions*Health and Safety representation.
ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/405 : **ADMINISTRATION CLERK (X2 POSTS)**

SALARY : R237 453.per annum (level 5)
CENTRE : PHO: Provincial Police Emergency Services (PES) Ref No: KZN AC 12/06/2026(x1post)
PHO: Proactive Policing Ref No : KZN AC 13/06/2026(x1post)
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 general computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 duties of administrative nature which will include general administration duties as well as specific administrative duties. Typing of official documents as well as presentations. Consolidate weekly/monthly/Quarterly returns. Co-ordinate cell

phone / telephone accounts. Processing of itineraries claims and booking off accommodation and flights. Manage a brought forward system.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/406 : **ADMINISTRATION CLERK REF NO : KZN AC 14/06/2026(X1POST)**

SALARY : R237 453. per annum (level 5)
CENTRE : PHO: Operational Command Centre (POCC)
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 duties of administrative nature which will include general administration duties as well as specific administrative duties. Typing of official documents as well as presentations. Consolidate weekly/monthly/Quarterly returns. Co-ordinate cellphone / telephone accounts. Processing of itineraries claims and booking of accommodation and flights. Registration of operational on OPAM. Consolidate of operational plan Manage a brought forward system. Compilation and dissemination of provincial Instruction

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/407 : **HUMAN RESOURCES CLERK REF NO : KZN HRC 01/06/2026(X1POST)**

SALARY : R237 453 per annum (Level 5)
CENTRE : PHO: PM: Transfer & Records
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. ood 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 : Co-ordinate the processing of transfer in and between Clusters. Processing of transfers to and from Provincial Components /specialized unit. Process of transfers out of and into the province. Administer and update the establishment.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/408 : **HUMAN RESOURCES CLERK REF NO : KZN HRC O2/06/2026(X1POST)**

SALARY : R237 453.per annum (level 5)
CENTRE : PHO: PM: Medicals
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 new reporting of injury on duty. Maintain database for processing injury on duty. Request new injury on duty documents from the station and Provincial office. Provide training and guidance to station and provincial office. Process injury on duty documents to Head Office. Process injury on duty documents from backlog as backlog on outstanding list received from Head Office. Provide advice and

guidance from station and Provincial office. Compile letters/emails to provincial components, station and units for outstanding injury on duty documents. Conduct inspection in all the districts for injury on duty files. Prepare Head Office inspection for injury on duty.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/409 : **HUMAN RESOURCES CLERK REF NO: KZN HRC 03/06/2026(X1POST)**

SALARY : R237 453.per annum (level 5)
CENTRE : PHO: PM: Discipline
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 : Monitor all Disciplinary investigations. Monitor all arrested members (Police /PSA members). Render administrative duties pertaining to disciplinary management.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/410 : **HUMAN RESOURCES CLERK (X9 POSTS)**

SALARY : R237 453 per annum (level 5)
CENTRE : SAPS Durban Central: Ref No: KZN HRC 04/06/2026(x1post)
SAPS Empangeni: Ref No: KZN HRC 05/06/2026(x1post)
SAPS Inanda: Ref No: KZN HRC 06/06/2026(x1post)
SAPS Umlazi: Ref No: KZN HRC 0706/2026(x1post)
SAPS KwaDukuza:Ref No: KZN HRC 08/06/2026(x1post)
SAPS Plessislaer: Ref No: KZN HRC 09/06/2026(x1post)
SAPS Phoenix: Ref No: KZN HRC 10/06/2026(x1post)
SAPS Pietermaritzburg: Ref No: KZN HRC 11/06/2026(x1post)
PHO: Crime Detection: support Ref No: KZN HRC 12/06/2026(x1post)
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 : Verify information on leave application forms (SAPS 26). Process and finalise leave applications. Receive, administer and process applications for medical boards, death boards, alcohol boards, stress and depression related boards. Receive, administer and process applications for service terminations, discharges and pensions. Maintain statistical data and submit medical reports, Performance Enhancement Process (PEP) progress reports, service termination reports, HR reports (Personnel database), EE Reports and personnel reports to provinces. Receive and process transfers. Submit applications for transfers to the Head: HRM for consideration. Receive and process promotions. Verify information (SAPS 172) and capture it on the PERSAP System on personnel (employees) records. Forward copies of SAPS 172 to provincial office. Receive and register disciplinary/grievance enquiries. Forward grievance/disciplinary enquiries to the Head: HRM for further instruction. Process and finalise grievance/disciplinary enquiries. Capture PEP information for the purpose of compliance with employees. Process the incentives and rewards of employees annually. Consolidate and submit PEP progress report on compliance to province.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/411 : **FINANCIAL CLERK (X2 POST)**

SALARY : R237 453 per annum (level 5)

CENTRE : SAPS Empangeni: Ref No: KZN FC 01/16/2026(x1post)
SAPS Inanda: Ref No: KZN FC 02/06/2026(x1post)
SAPS Umlazi: Ref No: KZN FC 03/06/2026(x1post)
SAPS KwaDukuza: Ref No: KZN FC 04/06/2026(x1post)
SAPS Plessislaer: Ref No: KZN FC 05/06/2026(x1post)
SAPS Phoenix: Ref No KZN FC 06/06/2026(x1post)

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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 claims and standing advances. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on Polfin. Check and ensure processing of financial payments, standing advances, and administrative processes on Polfin, claims, and debts. Administer overtime remuneration and allowances. Check/monitor telephone accounts and payments thereof. Administer and control losses of state money, face value forms. Administer payments to suppliers. Administer cash received and issue receipts for money received. Deposit money at accounting station/area office/financial institution. Process claims and standing advances.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403/6403

POST 22/412 : **FINANCIAL CLERK REF NO: KZN FC 07/06/2026(X1POST)**

SALARY : R237 453.per annum (level 5)
CENTRE : PHO: Financial 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 Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 : Administration of the Telephone Management System. Administration of cellular phone accounts. Administration of Semi-Official Institutions Render duties of administrative nature which will include general administration duties as well as specific administrative duties

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/413 : **SUPPLY CHAIN CLERK (X7 POSTS)**

SALARY : R237 453 per annum (level 5)
CENTRE : SAPS Durban Central: Ref No: KZN SCC 01/06/2026(x1post)
SAPS Empangeni: Ref No: KZN SCC 02/06/2026(x1post)
SAPS Inandac: Ref No: KZN SCC 03/06/2026(x1post)
SAPS Umlazi: Ref No: KZN SCC 04/06/2026(x1post)
SAPS KwaDukuza: Ref No: KZN SCC 05/1062026(x1post)
SAPS Plessislaer: Ref No: KZN SCC 06/06/2026(x1post)
SAPS Phoenix: Ref No: KZN SCC 07/06/2026(x1post)

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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 requisition and acquisition and distribution of stock/service orders from provisioning stores. Receive equipment/stock/service and process invoice administration. Issue and exercise consumable equipment/stock control. Maintain supplier and procurement database. Render duties of administrative nature which will include general administration duties as well as specific administrative duties.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/414 : **SECRETARY (x4 POSTS)**

SALARY : R237 453. per annum (level 5)

CENTRE : SAPS KwaDukuza: Ref No: KZN SEC 01/06/2026(x1post)
PHO: Crime Detection: OC: Ref No KZN SEC 02/06/2026 (x1post)
PHO: Crime Detection: SVC: Ref No KZN SEC 03/06/2026(x1post)
eThekwini District: DDC: Ref No KZN SEC 04/06/2026(x1post)

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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 in the relevant office. Type reports, letters, memoranda and monitor flow of documents to and from the relevant office. Manage the diary of the Head of the office for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Maintain an updated filing system in the relevant office. Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Head of the office and take messages professionally. Provide support during meetings and workshops involving the relevant office. Handle confidential documents. Be able to operate standard equipment (fax, photocopy machine, telephone, computers, etc.). Host and serving of refreshments to visitors during meetings. Manage the inventory of the relevant office. Be willing to work extended hours.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/415 : **SECURITY GUARD**

SALARY : R170 226. per annum (level 3)

CENTRE : SAPS Isipingo VSS Ref No: KZN SG 01/06/2026 (8x posts)
SAPS Jozini Garage: Ref No: KZN SG 02/06/2026 (4x posts)
SAPS Wentworth garage Ref.No KZN SG 03/06/2026(2x posts)
SAPS Portshepstone VSS Ref No. KZN SG 04/06/2026(2x posts)
SAPS Kokstad VSS: Ref No: KZN SG 05/06/2026(2x posts)
PHO: Auxiliary Services: Ref.No: KZN SG 06/06/2026(1xpost)

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 Knowledge of access control procedures. Knowledge of measures for the And Competencie 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; 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 : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/416 : **CLEANER**

SALARY : R144 024 per annum (level 2)

CENTRE : PHO: KZN KZN: GW 01/06/2026(x2posts)
SAPS Ntuzma CCTV: KZN GW 02/06/2026 (x1post)
SAPS Kokstad Garage: KZN GW 03/06/2026(x1post)
SAPS Isipingo VSS: KZN GW 04/06/2026(x1post)
SAPS Isipingo VCIU: KZN GW 05/06/2026(x1post)
SAPS Vryheid STES: KZNGW 06/06/2026(x1post)
SAPS Empangeni FCS: KZN GW 07/06/2026(x1post)
SAPS Umlazi FCS: KZN GW 08/06/2026(x1post)
SAPS Amajuba District: KZN GW 09/06/2026(x1post)
SAPS Umgungundlovu District: KZN GW 10/06/2026(x1post)
SAPS Ethekwini District: KZN GW 11/06/2026(x1post)
SAPS Harry Gwala District: KZN GW 12/06/2026(x1post)
SAPS Ilembe District: KZN GW 13/06/2026(x1post)
SAPS Ugu District: KZN GW 14/06/2026(x1post)
SAPS Umzinyathi District: KZN GW 15/06/2022(x1post)
SAPS King Cetshwayo District KZN GW 16/06/2022(x1post)
SAPS Uthukela District: KZN GW 17/06/2022(x1post)
SAPS Zululand District: KZN GW 18/06/2022(x1post)

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 Understanding of how to handle cleaning detergents; Occupational And Competencies 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 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 of tile floor; 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. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Direct your application to the following addresses: Hand delivery address: No. 44 Schoeman Street, Polokwane, Landbank Building, 3rd Floor Office No.316. Posted applications: The Provincial Head: Human Resource Management, Recruitment Office (Attention: Lt Col Kobe), South African Police Service, Limpopo Province, Private Bag X9428, Polokwane, 0700. Email: ManokoTJ@saps.gov.za

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, including the SMS, 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 22/417 : **FINANCIAL CLERK SUPERVISOR: EXPENDITURE AND SALARY MAINTENANCE REF NO: LIM 01/06/2026 (1 POST)**

SALARY : R338 106 per annum (Level 7)

CENTRE : Provincial Finance Services: Polokwane.

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 licence, 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 telephone and cellphone accounts. Monitor schedules for payment of invoices. Monitor of expenditure in relation to expenses on telephone and cellphone accounts and complete letters / information notes. Coordinates upgrades on cellphones. Maintain and update Polfin master for telephones and cellphones. Monitor SAPS 70 (Medical payments for detainees)

ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

POST 22/418 : **FINANCIAL CLERK SUPERVISOR: FINANCIAL MANAGEMENT SERVICES (5 POSTS)**

SALARY : R338 106 per annum (Level 7)
CENTRE : Lebowakgomo SAPS: LIM 02/06/2026 (1 Post)
Tubatse SAPS: LIM 03/06/2026 (1 Post)
Modimolle SAPS: LIM 04/06/2026 (1 Post)
Bela-Bela SAPS: LIM 05/06/2026 (1 Post)
Groblersdal SAPS: LIM 06/06/2026 (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). 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 licence, 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 financial administrative support. Manage effective and efficient telephone services. Administer Allowances and Overtime Remuneration. Maintain the District revenue fund (cash) and administer advances and claims. Administer the miscellaneous financial accounting aspects within the accounting. Budget management. Administer salary related matters within the accounting. Manage and control physical and financial resources in the immediate post environment.

ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

POST 22/419 : **FINANCIAL CLERK SUPERVISOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: LIM 07/06/2026 (1 POST)**

SALARY : R338 106 per annum (Level 7)
CENTRE : Provincial SCM: Polokwane.
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 licence, 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 : Keep budget register and spreadsheet up to date, maintain the budget and Co-ordinate the expenditure of the Provincial SCM. Management, monitoring, evaluation, reporting process and control process of the budget. Ensure that contracts are up to date and all documents are in contract file. Keeping records and monitor global financial authority. Registering of suppliers.

ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

POST 22/420 : **FINANCIAL CLERK SUPERVISOR: FINANCIAL MANAGEMENT SERVICES REF NO: LIM 08/06/2026 (1 POST)**

SALARY : R338 106 per annum (Level 7)
CENTRE : Provincial HRD: Polokwane.
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 licence, 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 : Management, Monitoring, Evaluation, Reporting Process and Control Process of the Budget. Administer and Control National Training Budget for Provincial HRD Limpopo. Administer and control all claims submitted regarding coursed conducted within Limpopo Province. Administer and control all overtime applications within the training environment in Limpopo Province. Administer and control all telephone accounts for members / Officers at Provincial Human Resource Development.

ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

POST 22/421 : **HUMAN RESOURCE CLERK SUPERVISOR: PLACEMENT AND RECORDS REF NO: LIM 09/06/2026 (1 POST)**

SALARY : R338 106 per annum (Level 7)
CENTRE : Provincial HRM: Polokwane.
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 licence, 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 : Assess the certified payroll and duty list information. Administer the enquiries and amend the biographical information on the PERSAL / PERSAP system. Administer records of personnel placement on the PERSAL system. Coordinate and facilitate of acting allowance within the province. Coordinate and facilitate WP1002 applications.

ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

POST 22/422 : **HUMAN RESOURCE CLERK SUPERVISOR: RECRUITMENT & STAFFING (2 POSTS)**

SALARY : R338 106.00 per annum (Level 7)
CENTRE : Capricorn District (Lebowakgomo): LIM 10/06/2026 (1 Post)
Mopani District (Giyani): LIM 11/06/2026 (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). 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 licence 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 : Recruit employees into the SAPS within the province. Co-ordinate the appointment of Public Service Act, Police Act (Trainees) and Professionals.Maintain probation report. Maintain code of conduct for new appointees.
ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

POST 22/423 : **ADMINISTRATION CLERK SUPERVISOR: MIC SUPPORT REF NO: LIM 12/06/2026 (1 POST)**

SALARY : R338 106. per annum
CENTRE : Provincial Corporate Communication and Liaison: Polokwane.
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 licence 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 : Co-ordinate human physical and financial resources for the provincial corporate communication section. Coordinate financial administration support functions. Coordinate logistical support functions. Coordinate & manage development & promotion of corporate identity of the saps.
ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

POST 22/424 : **SECRETARY (6 POSTS)**

SALARY : R237 453.per annum (Level 5)
CENTRE : Office of the Provincial Head: Financial Services: LIM 13/06/2026 (1 Post)
Office of the Provincial Head: Pro-Active Policing: LIM 14/06/2026 (1 Post)
Office of the DPC: Crime Detection: LIM 15/06/2026 (1 Post)
Office of the Provincial Head: Firearm, liquor, gambling & second hand goods. LIM 16/06/2026 (1 Post)
Office of the Provincial Head: Corporate Communication and Liaison: LIM 17/06/2026 (1 post)
Office of the Station Commander: Burgersfort SAPS: LIM 18/06/2026 (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 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 in the relevant office. Type reports, letters, memoranda and monitor flow of documents to and from the relevant office. Manage the diary of the Head of the office for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Maintain an updated filing system in the relevant office. Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Head of the office and take messages professionally. Provide support during meetings and workshops involving the relevant office. Handle confidential documents.

ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

POST 22/425 : **ADMINISTRATION CLERK (12 POSTS)**

SALARY : R237 453.per annum (Level 5)
CENTRE : Provincial Corporate Communication & Liaison. LIM 19/06/2026 (1 Post)
DPC; Crime Detection: LIM 20/06/2026 (1 Post)
Villa Nora SAPS: LIM 21/06/2026 (1 Post)
Leboeng SAPS: LIM 22/06/2026 (1 Post)
Saselamani SAPS: LIM 23/06/2026 (1 Post)
Provincial SCM – Armourers: LIM 24/06/2026 (1 Post)
Tinmyne SAPS: LIM 25/06/2026 (1 Post)
Matlelerekeng SAPS: LIM 26/06/2026 (1 Post)
Masisi SAPS: LIM 27/06/2026 (1 Post)
Driekop SAPS: LIM 28/06/2026 (1 Post)
Apel SAPS: LIM 29/06/2026 (1 Post)
Lebowakgomo SAPS Garage: LIM 30/06/2026 (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 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 to the section. Deal with general component administrative duties and record keeping. Administer logistical matters in the component Monitor human and physical resources of the section.

ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

POST 22/426 : **SUPPLY CHAIN CLERK REF NO: LIM 31/06/2026 (1 POST**)

SALARY : R237 453.per annum (Level 5)
CENTRE : Polokwane SAPS Garage
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 : Manage and control of the PAS system and SAPS 73 parts store. Responsible for the procurement and management of all expendable and consumable items. Compile production reports. Stocktaking. Capturing of invoices and job cards. Filling.

ENQUIRIES	:	Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
POST 22/427	:	**ADMINISTRATION CLERK REF NO: LIM 32/06/2026 (2 POSTS)**
SALARY	:	R237 453. per annum (Level 5)
CENTRE	:	Provincial Legal Services: Polokwane.
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 civil claims against the state with prescribed directives. Draft memorandum in respect of compensation payment.
ENQUIRIES	:	Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
POST 22/428	:	**SECURITY OFFICER (26 POSTS)**
SALARY	:	R170 226. per annum (Level 3)
CENTRE	:	Seshego VSS: LIM 33/06/2026 (6 Posts) Sibasa VSS: LIM 34/06/2026 (2 Posts) Modimolle VSS: LIM 35/06/2026 (4 Posts) Musina VSS: LIM 36/06/2026 (2 Posts) Provincial SCM – Armoures: LIM 37/06/2026 (2 Posts) Provincial SCM: LIM 38/06/2026 (2 Posts) Provincial Detective Services: LIM 39/06/2026 (6 Posts) Capricorn District: LIM 40/06/2026 (2 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 contactors 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	:	Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015
POST 22/429	:	**CLEANER (16 POSTS)**
SALARY	:	R144 024 per annum (Level)
CENTRE	:	Seshego VSS: LIM 41/06/2026 (2 Posts) Ritavi SAPS: LIM 42/06/2026 (1 Post)

Provincial Detective Services: LIM 43/06/2026 (2 Posts)
Rankin's Pass SAPS: LIM 44/06/2026 (1 Post)
Mokopane SAPS: LIM 45/06/2026 (1 Post)
Mphephu SAPS: LIM 46/06/2026 (1 Post)
Masisi SAPS: LIM 47/06/2026 (1 Post)
Phaudi SAPS: LIM 48/06/2026 (1 Post)
Rooiberg SAPS: LIM 49/06/2026 (1 Post)
Bulgerivier SAPS: LIM 50/06/2026 (1 Post)
Dennilton SAPS: LIM 51/06/2026 (1 Post)
Matlelerekeng SAPS: LIM 52/06/2026 (1 Post)
Vulaudzi SAPS: LIM 53/06/2026 (1 Post)
Muyexe SAPS: LIM 54/06/2026 (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/ 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 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 of tile floor; 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. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Enquiries can be directed to Lt Col Kobe at 015 290 6026, PPO Manoko at 015 290 6131, PO Mphela at 015 290 6024 and PO Kola at 015 290 6015

PROVINCIAL ADMINISTRATION
LIMPOPO PROVINCIAL TREASURY

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer and is committed to the promotion of equity in terms of the race, gender, and disability through filling of post(s) with candidates whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the Employment Equity Plan.

APPLICATIONS : Applicants may apply through the following website: https://erecruitment.limpopo.gov.za or Applicants should be submitted to: Director: Human Resource Management, Private Bag X 9486, POLOKWANE, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, POLOKWANE, 0700. All General enquiries should be directed to Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny, Moremi Hilda & Mr. Nduli J.S. @ (015) 298 7000.

CLOSING DATE : Friday 24th July 2026 @ 16H00. Late applications will not be considered.

NOTE : Failure to comply with the above requirements will result in the disqualification of the application. The advert will be posted on the following websites www.limtreasury.gov.za / www.limpopo.gov.za and www.dpsa.gov.za and Provincial Departments social media Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be completed in manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The following must be considered in relation to the completion of the Z83 by applicants. All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. Applicants currently employed by the public service do not need to complete Part F as the section is intended for those seeking re-

employment, as their prior employment can be verified through their CV. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will require shortlisted candidates to provide certified copies of their qualifications and any other relevant document, which must be submitted to HR on or before the interview date. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Checks, such as Disclosure her/his financial interests, social media checks, verification checks and certification of claimed qualifications. All shortlisted candidate 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. Assessment of SMS Members shall be conducted using three competency assessment methods: technical, psychometric, and leadership. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme (Nyukela) as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such upon appointment. All shortlisted candidates for other posts 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. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. NB! Candidates who previously applied for the re-advertised vacant posts are encouraged to re-apply.

MANAGEMENT ECHELON

POST 22/430 : **DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO LPT/441**
Branch Financial Governance
(Re-advertisement)

SALARY : R1 317 384 per annum All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 13)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF Level 7 qualification in Computer Science / Systems Development / Information Technology / Financial Information Systems / Business Informatics / Business Analysis / Information Systems or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in Information Communication Technology (ICT) Systems Development field. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: - Strategic Capability and Leadership. People

Management and Empowerment. Programme and Project Management. Financial Management. Planning & Organising. Policy Analysis and Development. Time Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Sound and in-depth knowledge of ICT Operations, Systems Development, ICT Governance & Programme / Project Management & related ICT Regulations. Ability to convert business requirements into ICT technical requirements using relevant technology. Understanding of Promotion of Access of Information Act (PAIA) and Protection of Personal Information Act (POPIA). Systems Development. Business Analyst. Project Management. ICT software solutions. Negotiation skills.

DUTIES : Manage the development and implementation of financial systems in Limpopo Provincial Department's. Manage continuous systems improvement and innovation in the financial \ management environment. Manage the data and business analysis requirements documents. Develop business case, scope, and requirements documents. Review new system requests assessments and advice. Conduct research on implementation approaches strategies. Develop assessment reports. System Development Projects Management. Review Develop project implementation plans. Conduct benchmark exercise on financial systems. Render advisory services and ensure effective planning and implementation of financial systems. Identify gaps in the current transversal systems and propose solutions or enhancements to the supervisor. Compile and submit monthly, quarterly, and annual system development reports to the supervisor. Ensure adherence to ICT practices for systems. Analyse request on the new financial systems and enhancements in the departments. Develop a business case to substantiate the recommendation for acquiring new financial systems. Develop quarterly reports. Ensure provision of secretarial services for the finical systems development projects. Coordinate the implementation of financial systems in the province. Collaborate in the planning, design, development as well as deployment of new applications and enhancements to existing applications. Manage financial systems service delivery to the department and reengineering of existing business processes. Conduct post-implementation analysis and support on newly implemented systems. Draft / review a post-implementation and support reports. Review and improve on current business processes. Analyse the current environment and identify areas for business process improvements. Map current business processes that incorporate financial systems according to the Toolkit on Public Service Business Process Mapping. Prepare quarterly cluster audit reports. Ensure the provision of management information and Business intelligence (Data Analytics). Manage the provision and analysis of financial systems audit reports. Provision of data and information upon request within standards. Ensuring the production and timely distribution of various required business information analyses and reports. Ensure improvement on Business process mapping. Manage external service providers. Develop operational leadership / management of Human Resources. Manage leave as per leave plans. Orientate subordinates on the Performance Agreement. Complete Performance Agreement with subordinates. Conduct bi-annual reviews. Promotes transformation within the directorate and implements performance improvement suggestions scheme. Provide corrective measures in terms of deviation. Operationalize and communicate the vision and mission for the directorate. Final annual reviews of subordinates signed on time at the end of the financial year.

ENQUIRIES : Ms Elizba Kotze Contact No. 015 298 7000

POST 22/431 : **DIRECTOR: SCM GOVERNANCE & COMPLIANCE REF NO LPT/339**
Branch Asset Liabilities and Supply Chain Management

SALARY : R1 317 384 per annum All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)(Level 13)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF Level 7 Qualification in Supply Chain Management / Financial Management / Accounting or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in broader Supply Chain Environment. Certification in Supply Chain Management will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: - Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Planning & Organising. Policy Analysis and Development. Time Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Extensive knowledge of the PFMA, PPPFA, Treasury Regulations, National and Provincial SCM policies, and relevant case law. Knowledge of public sector fraud

and corruption prevention frameworks (e.g., PRECCA, Protected Disclosures Act). Strategic Leadership: Ability to translate legislative requirements into practical, risk-based compliance strategies. Analytical. Thinking: High proficiency in data analysis, identifying red flags, and interpreting complex procurement scenarios. Legal Drafting: Skill in drafting policies, circulars, and legal opinions on Supply Chain Management matters. Governance and Risk Management. Stakeholder Management: Excellent ability to engage and influence senior officials, auditors, and law enforcement. Consequence Management: Ability to apply impartial and firm decision-making regarding transgressions.

DUTIES : Manage the Strategic SCM Governance and Capacity building. Manage the development, implementation, and review, of the provincial SCM governance framework, policies, standard operating procedures (SOP's). Provide input into the development of SCM related governance policy, norms, standards, frameworks, and guidelines. Roll out all SCM related policies and procedures to provincial departments and public entities. Facilitate the design and delivery of a provincial training and capacity - building program for SCM practitioners and bid committee members on governance, and compliance requirements for the provincial department and public Entities. Provide advisory services to provincial department and public entities. Responding to request for advice / complaints on SCM matters. Manage SCM Compliance Monitoring, Analysis & Assurance. Establish and manage a provincial SCM Compliance monitoring plan; conduct proactive and reactive compliance reviews, SCM Audits action plans, and investigations into SCM processes (bid Committees & contract). Ensure SCM Monitoring and Reporting. Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework. Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework through quarterly SCM compliance assessments of provincial departments and public entities. Prepare comprehensive SCM governance and compliance reports for the Head of Department, Provincial Technical Committee on Finance (PTCF), Provincial HOD's Forum, Audit Committees and their clusters, and Provincial Legislature Committees. SCM Compliance Risk Assessment and Monitoring (SCM CRAM). Risk Management & Mitigation. Identify systemic SCM risk, fraud vulnerabilities, and non-compliance trends in collaboration with provincial departments and public entities. Provide expert advice and develop intervention strategies in consultation with relevant organs of state to strengthen internal controls and prevent irregular, fruitless, wasteful, and unauthorized expenditure. Identify areas for improvement and assist organs of state to develop improvement plans. Monitoring the implementation of improvement plans. Manage Human, Physical and Financial Resources in accordance with relevant directives and legislation. Formulate and manage the directorate's budget in line with its strategic objectives. Monitor and report on the utilization of equipment. Evaluate and monitor performance of employees. Ensure capacity and development of the directorate's personnel.

ENQUIRIES : Ms Elizba Kotze Contact No. 015 298 7000.

OTHER POSTS

POST 22/432 : **DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE & PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO LPT/261**
Directorate Provincial Infrastructure Performance & Public Private Partnership (PPP)

SALARY : R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF Level 7 qualification in the Built Environment (Engineering, Quantity Surveying, Architecture etc), or related field as recognized by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in Infrastructure Management. Experience in existing guidelines such as IDMS, FIDPM, CIDB Regulations, etc. Experience in Budget processes for infrastructure will be an added advantage. Valid vehicle driver's license (with the exception of persons with disabilities). Knowledge & Skills: - Extensive knowledge and understanding of the legislative framework governing the public service policies and procedures such as, Public Finance Management Act (PFMA). Division of Revenue Act and Treasury Regulations. Public Service Act. Knowledge of Financial Management and Project Management. Working knowledge of the functioning of National / Provincial as well as Local Government. Basic knowledge of Microsoft Office Applications. Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Technical/standards/procedures. Communicate at all levels. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Strategic Capability and Leadership. Organizing. Programme and Project Management.

Conflict Management. People Management. Financial Management. Change Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.

DUTIES : Coordinate the implementation of infrastructure funding frameworks such as the Budget Facility for Infrastructure (BFI) and Public-Private Partnerships (PPPs) across Provincial Departments (PDs) and Provincial Public Entities. Prepare and manage infrastructure budgets in line with work in progress, contractual commitments, cost norms, and Medium-Term Expenditure Framework (MTEF) guidelines. Support Provincial Departments in preparing, submitting, and verifying infrastructure reports by issuing reminders, providing technical guidance, and ensuring adherence to reporting requirements. Facilitate the rollout and implementation of the Infrastructure Delivery Management System (IDMS) and provide ongoing technical support to PDs and IAs. Assist PDs in capturing infrastructure budgets, expenditure, and performance information on the Infrastructure Reporting Model (IRM), ensuring alignment with In-Year Monitoring (IYM) and Basic Accounting System (BAS) data. Analyse infrastructure projects, budgets, and expenditure trends, and compile reports with recommendations to improve performance and address implementation challenges. Provide technical support and inputs to Departmental Infrastructure Coordinating Committees (DICC), Infrastructure, Technical Management Committee (ITMC), and Infrastructure Technical Committees (ITC) meetings, including preparation of reports and follow-up on action items. Support PDs in the compilation and review of infrastructure plans (UAMPs, IPMPs, IPSs), ensuring compliance with guidelines and alignment to budget allocations. Assist with the preparation and submission of MTEF infrastructure budgets, including completion of budget databases and contributions to MTEC reports. Monitor and analyse infrastructure procurement plans, track progress, identify delays, and recommend corrective measures to support timely delivery of projects. Validate physical and financial project performance through expenditure reviews, site visits, and reporting on progress and variances. Support the assessment of departmental acceleration plans and monitor compliance with the Framework for Infrastructure Delivery and Procurement Management (FIDPM). Assist in promoting effective management, utilization, and maintenance of infrastructure assets, including support in developing maintenance plans and budgets for immovable assets. Provide technical input on funding sources, procurement strategies, and delivery mechanisms, including support on PPP initiatives and alternative funding opportunities. Participate in research, benchmarking, and analysis to improve infrastructure delivery and provide inputs to relevant forums, committees, and reporting platforms. Compile monthly and quarterly infrastructure performance reports for submission to Provincial and National Treasury, highlighting key issues and recommendations.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/433 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO LPT/44**
Directorate Human Resource Management

SALARY : R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 6 qualification in Labour Relations or related field as recognised by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in Labour Relations Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: - Knowledge of the legislative framework governing the Public Service such as, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, Public Finance Management Act, Employment Equity Act, Promotion of Administrative Justice Act, Promotion of Access of Information Act. Knowledge and understanding of collective agreements, CCMA rules and labour court processes. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate Computer. Negotiation skills. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity management. Planning, Staffing needs.

DUTIES : Coordinate, advise, monitor, support and evaluate implementation of grievance rules, Disciplinary Code and Procedure, Dispute Resolution Procedure Councils and Chambers Resolutions in the Department. Conduct a survey on the status of grievance rules, Disciplinary Code and Procedure, Dispute Procedure Councils and Chambers Resolutions in the department. Advise the HOD on grievance rules, misconduct, disputes, and resolutions. Collect statistics on grievances, misconduct and disputes and analyse the trend. Compile a consolidated report on grievances, misconduct, and disputes for submission to Management and other relevant

stakeholders. Make recommendations to the HOD on intervention Strategies. Develop intervention strategies to address the challenges. Coordinate the flow of information on grievances, misconduct, disputes, and resolutions to the key stakeholders. Manage and facilitate grievances, misconduct cases, dispute resolution and capacity building in the department. Facilitate allegations of misconduct from supervisors and or managers. Secure attendance of witnesses to be present at the hearings. Advise the HOD on all matters related to labour remedial service / misconduct cases. Recommend the appointments of employer representative and chairperson of the disciplinary hearing. Represent the employer during disciplinary hearings. Draft allegations in terms of clauses 6 and 7 of the disciplinary code and procedure, PSCBS Resolution 1 of 2003, and inform the alleged offender about his / her rights. Communicate the outcome of the disciplinary hearing with the alleged offender. Preside over disciplinary hearings in terms of clause 7.3 of code. Liaise with the offending employee to submit an appeal. Refer the appeal to the Executive Authority. Receive complaints and grievances lodged including referrals of disputes declared. Analyse issues in disputes surrounding grievances and disputes. Advise and seek mandate from HOD for resolution of disputes. Advise management on the validity of the complaints and or grievances. Investigate the grievance and seek a fair resolution thereof. Advise the aggrieved and management on the status of the grievance. Advise the aggrieved employee on the outcome thereof if finalized. Conduct research on the subject for capacity development. Conduct capacity development and compile a report to the HOD thereof. Coordinate, monitor and evaluate the implementation of collective agreements in the department. Facilitate and monitor implementation of collective agreements concluded in bargaining councils. Coordinate, monitor and participate in the activities of task teams established in bargaining councils. Conduct capacity building on collective agreements. Report to the HOD and Management on the implementation of collective agreement. Coordinate, manage and monitor public service industrial action in the department. Manage and monitor strike action in the department. Develop a strike management plan. Establish a departmental task team to manage the strike action. Develop a contingency plan to minimize the harmful effects of strike action on service delivery. Collect statistics on employees affected by the strike action. Compile a report to OTP and other relevant stakeholders on the management of strikes. Coordinate, monitor, facilitate and evaluate capacity building on grievance rules and disciplinary code and procedure in the department. Coordinate capacity building sessions for the department. Organise capacity building documents or manuals on Grievance Rules, Disciplinary Code and Procedure and other relevant resolutions/collective agreements. Develop capacity building programmes. Advise and recommend to the HOD on Labour Relations capacity building needs.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/434 : **DEPUTY DIRECTOR: INTEGRATED PLANNING, RESEARCH & POLICY COORDINATION REF NO LPT/24**
Directorate Strategic Management

SALARY : R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 6 qualification in Public Management / Strategic Management or related field as recognised by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in Integrated Planning and Research. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: - Knowledge of legislative framework governing the public service PSR, PFMA, Treasury regulations. Deep knowledge and understanding of the framework for Strategic Plans and Annual Performance Plans (APP) and Monitoring & Evaluation (M&E) framework. Knowledge and experience of Theory of Change and Situational Analysis. Strategic thinking and capability. Customer and client focus. Service delivery innovation. Good communication skill. Stakeholder engagement. Networking. Interpersonal skill. Analytical skills. Planning, and Organising Skill. Change and Knowledge Management.

DUTIES : Coordinate and integrate all Department planning activities. Support the development of planning frameworks within the department. Facilitate the process to develop the medium- and long-term provincial plans and monitor the implementation process. Ensure alignment of sectoral strategies plans, policies and service delivery programs in the Department. Manage an internal engagement process with different stakeholders on the planning process and outputs to ensure alignment and maximise buy in into the provincial plans. Support collaboration with national development and other spheres of government on the development of provincial and local plans. Manage the development of all Departmental strategic planning documents in line with DPME guidelines and relevant prescripts. Manage logistical arrangements for departmental and branch strategic planning sessions.

Ensure development, implementation of strategic and operational planning schedule in line with mandated government timeframes. Analyse strategic plans and annual performance plans from branches for consistency and alignment to government priorities and planning frameworks. Coordinate the compilation and consolidation of strategic plans and annual performance plans from various branches into unified departments plans. Perform secretariat services during strategic planning sessions. Manage the development and review of Departmental policies. Conduct policy research on new policy proposal of the department. Monitor the status of departmental policies and ensure timely review of outdated policies. Ensure alignment of departmental policies with national policies and public service standards and norms. Facilitate policy consultation and engagement with Policy owners to ensure an aligned policy development process. Support all branches regarding policy review processes within the department. Manage the entire administration process related to policy development / review. Manage Human and Physical Resources in the sub-directorate. Manage the performance and development of employees within the sub-directorate. Develop and review operational plans for the sub-directorate. Evaluate, monitor performance and appraisal of employees. Develop and ensure adherence to policies and service delivery standards. Provide inputs to the budget process and ensure expenditure in accordance with applicable prescripts. Ensure proper management of asset within the sub-directorate.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/435 : **DEPUTY DIRECTOR: RECORDS & KNOWLEDGE MANAGEMENT REF NO LPT/99**
Directorate Records Management & Auxiliary Services

SALARY : R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 6 qualification in Public Administration / HR Records / Archival Studies or related field as recognised by SAQA. 5 years' experience within the field of which 3 years' experience at junior managerial level in paper-based records management / electronic records management field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: - Sound and in-depth knowledge of relevant prescripts, application of human records resources as well as understanding of the legislative framework governing the Public Service such as Managerial functions. Finance. Human Resource matters. Planning & organising. Compilation of reports. Analysing. Computer. Standards / Procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy Formulation. Adapting during changes to meet the goals. Change / diversity Management.

DUTIES : Ensure the development, implementation, and maintenance of records management systems. Develop, implement, and maintain records management procedure manual. Develop, implement, and maintain records management policy. Develop, implement, maintain and manage General File plan. Manage, facilitate record inspection and audit to determine if records are filed correctly and has been classified to provide quick and efficient retrieval. Manage the implementation of authorized disposal and retention of records. Manage and facilitate the purchasing of necessary resources to enable records management to fulfil its functions. Ensure that the movement and location of the records standards is being adhered to so that records can be easily retrieved. Manage access controls in the records storage arears. Develop, implement, maintain, and manage disaster recovery plan for the protection of vital records and monitor the implementation thereof. Ensure that the development, implementation of records management capacity building programmes are in place and safekeeping of general files. Establish competency framework to identify the skills and knowledge required by all records management staff. Conduct audit of all records management practices against the legal requirements and the records management policy. Manage records management responsibilities of all records management staff are set out in performance agreements. Develop and manage the implementation of training Programme for records management staff. Manage all induction training in the allocation of file reference numbers according to the file both paper-based and electronic records. Ensure that a registry procedure manual is updated regularly. Manage the provision of registry procedure manual and file plans are available for information purpose to all staff members. Ensure that all worn out files covers has been redressed. Manage the provision of folio numbers to all records. Manage the development and implementation of General Records movement file register. Ensure that information security on general records is promoted. Develop training manuals and presentations. Conduct training sessions on records management.

Conduct records management awareness sessions. Training Registry Staff on records management systems i.e., File Plans, Procedure Manual and Records Management Policy. Ensure that information can be identified and retrieved when required by providing well-structured record classification and record keeping systems. Manage the retrieval of information required for all requested in accordance with Promotional of Access to Information Act. Ensure that PAIA committee meetings are arranged, and minutes taken. Develop compliance reports and submit them to the Director records Management for finalization that need to be submitted to the Office of the Premier (Transversal Unit), Minister of Justice and Constitutional Development and Human Rights Commission. Develop compliance reports and submit them to the Director Records Management for finalization that need to be submitted to the Minister of Justice and Constitutional Development for publicizing on the Government Gazette. Manage the implementation of general file plan and registry procure manual to all districts is being adhered to Conduct regular inspections of all records storage area to ensure that proper access control are in place. Design staff file plan in accordance with National Archive and Provincial Archivist requirements. Ensure that implementation of files opened are stored according to the file plan, procedure manual and classification system. Ensure that the general file plan and record are storage system is maintained regularly. Develop and implement schedule for records other than the correspondence system. Provide inputs to the system administrator on how the file plan should be implemented electronically. Ensure that schedules pf all applicants for the advertised by the department are in place. Identification of records management systems needs. Collection and soliciting of inputs from record practitioners on the development of records management system. Submit inputs for the ratification of records management systems to the Director Records Management. Ensure that users comply with the requirement of the record management system. Manage the receiving, transfer of general files and facilitate the programme of systematics disposal. Ensure that records are only disposed of in terms of a written disposal authority issued by the Head of Department and Provincial Archivist. Apply the general disposal authority on all records not common to all offices. Apply for disposal authority on all records not covered by the general disposal authority in the custody of the Office by submitting the file plan to the provincial Archivist and Schedule for records other than correspondence system. Review the retention periods of all records before distraction. Ensure the retention periods for the non-archival records are in line with legislative framework. Review the retention periods of all records before destruction. Ensure that non-archival records due for destruction are destroyed at least one year. Ensure that records are only destroyed in terms of the applicable disposal authorities. Ensure that no archival records are destroyed. Ensure that no transfer of records made without the prior consent of the Head of the Department. Liaison with the office of CFO with regard to records keeping of financial records and tender documents. Ensure that all files of all newly appointed tender contracts are opened. Attending to all files ready to be transferred. Develop and maintain transfer-in and transfer-out general records registry. Making follow-ups of all files to be transferred into our department. Apply the general disposal authorities on records common to all offices. Ensure that a register of all disposal authorities issued on the records of the office is kept and updated. Ensure that disposal authority on all records not covered by general disposal authority are listed and considered for disposal. Ensure that destruction certificate is maintained. Facilitate transfer of records to the Archival Repository. Ensure that national minimum information requirements are complied with and monitor the safekeeping of records thereof. Conduct regular inspections to ensure that the storage of all records in all formats and media conforms to the legal requirements and to the storage standards for that specific media type. Conduct regular inspections of all records storage areas to ensure that proper access controls are in place. Submit copies all inspection reports to the Head of Department and Provincial Archivist. Ensure that correct procedures according to security classification policy are applied. Supervise Registry Staff on proper filing of records according to classification policy are applied. Listing of records ready for disposal and retention. Implement and supervise the movement and location of the records so that records can be easily retrieved. Implement access controls in the records storage arears. Ensure that correct procedures according to security classification policy are applied. Develop, maintain and updating of control registry. Provide knowledge management and library management services. Manage the current knowledge management practices as well as design new knowledge distribution policies and encourage use of the new practices. Analysing the effectiveness of the new knowledge management programs by observing its usage and evaluate its impact in terms of the organisational benefits. Interact with staff members, unit managers and the clients. Act as a mediator to answer the queries of the clients and staff about the knowledge management products and practices. Utilize the knowledge base resources and design a training module for the staff and clients to help them access the knowledge management tools. Being responsible for the analysis of social networks and formation of communities of practice within the organization. Encourage the staff and workers to share

knowledge effectively and efficiently. Develop compliance reports and submit them to the Director Records Management for finalization that need to be submitted to Office of the Premier (Transversal Unit). Mainstreaming Knowledge Management Process. Answer routine inquiries and refer customers in need of professional assistance to librarian / Director Records Management & Auxiliary Services. Maintain records of items received, stored, issued, returned and file catalogue cards according to system used. Perform clerical activities such as filing, typing, word processing, photocopying, and mailing out material and mail sorting.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/436 : **DEPUTY DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT REF NO: LPT/353**
Directorate: Transversal Contract Management

SALARY : R932 292 per annum (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts) (Level 11)

CENTRE : Head Office – Polokwane

REQUIREMENTS : NQF level 7 qualification in Supply Chain Management / Financial Management or related field as recognized by SAQA. 5 years' experience within the field of which 3 years' functional experience at junior managerial level / Assistant Director level in Transversal Contract Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges; procedures and legislative frameworks such as: Sound and in-depth knowledge of relevant prescripts, application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as: Guide to Accounting Officer in Supply Chain Management, Treasury Instruction and Practice Notes, Preferential Procurement Act, B-BBEE Act, Administrative Justice Act, Promotion of Access of Information Act. Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management.

DUTIES : Administration of commodity analysis. Coordination of spend analysis. Coordination of need analysis. Coordination of benchmarking exercise and market research. Management of arrangement of new Transversal Contract (s). Coordination of nomination and appointment of bid committee members. Coordination of development of Bid Specification. Coordination of Bid advertisement. Coordination of bid evaluation report. Coordination of Bid Adjudication report and awards. Coordination of contracting and rollouts. Management of existing transversal contracts. Coordination of stakeholder reports. Administration of existing contracts. Coordination of provincial SCM assessments in provincial departments and participating public entities. Coordination of supplier's performance report. Management of resources within the directorate. Compilation and signing of performance agreements. Compilation and signing of performance review. Submission of the signed performance agreements to the PMDS unit. Submission of the signed performance reviews to the PMDS unit. Compilation of activity-based costing. Complication of cash flow projections. Compilation of procurement plans. Analysis of monthly expenditure reports.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/437 : **ASSISTANT DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO LPT/385 / LPT/388 & LPT/389 (X 3 POSTS)**
Directorate Transversal Risk Management

SALARY : R487 197 per annum (Level 9

CENTRE : Head Office – Polokwane

REQUIREMENTS : NQF level 7 qualification in Risk Management or related field as recognized by SAQA. 3 years' functional experience in Risk Management or related Field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Planning, Coordinating & Organizing. Managerial functions. Secretarial Functions. Projects Coordination. Finance. Compilation of reports. Research \ analysing. Computer. Ability to interpret Treasury directives/PFMA and Treasury Regulations. Decision Taking skills. Conflict Management. Analytical and Innovative. Report writing skills. MS Word. Leadership skills. Project Management. Financial Management. Strategic Management. Policy formulation and Implementation. Adaptability to Changes. Diversity management. Minutes taking. Meeting Coordination. Communication Skills.

DUTIES : Assess compliance with public sector risk management framework within votes and public entities. Send reminders to CROs for updating progress in the Risk Management software. Draw the quarterly reports from the system and analyse. Compile the draft analysis reports and provide the recommendations with respect to gaps identified. Prepare the analysis report for editing by immediate supervisor.

Monitor and assess risk profiles from votes and public entities. Send reminders to CROS for updating progress in the Risk Management software. Draw the report from the system and analyse progress with respect to implementation of the action plans by institutions. Compile the risk profile progress report and provide recommendations with respect to gaps identified and prepare the analysis report for editing by immediate supervisor. Assist with the monitoring of a provincial risk profile. Send reminders to CROs for updating progress in the system. Draw the progress report from the system and analyse. Compile the progress analysis report and provide recommendations with respect to gap identified. Compile and prepare the analysis report for editing by immediate supervisor. Provide support on the utilization of risk management software. Assist in organizing system trainings in line with the identified training needs. Assist in arranging risk management software (Barn Owl) meetings to provide support to all system end-users especially Barn Owl champions and RMC members. Assist in conducting quarterly Barn Owl utilization analysis reports. Assist in providing administrative support to centralized independent RMC chairpersons within the province. Assist in organizing RMC chairperson's induction course. Assist in facilitating RMC meetings scheduled of the province. Assist in requesting BAS from financial accounting and prepare payments for independent Chairpersons. Assist in facilitating the submissions of chairperson's quarterly reports to LPT and AC. Assist in providing secretariat functions for the centralized RMC chairperson structure. Assist with the coordination of the activities of provincial risk management forum and Barn OWL Meetings. Send invites to the votes and public entities (institutions)as well as external members of the forum e.g., National Treasury, Professional bodies etc. Prepare and circulate forum packages (presentations, agendas, and attendance registers). Secure venues and catering for Forum meetings. Send reminders to the external / internal stakeholders' presenters. Take and compile the Forum minutes and circulate the draft minutes to Forum members for further inputs after the meetings.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/438 : **ASSISTANT DIRECTOR: HR PLANNING & ESTABLISHMENT REF NO LPT/32**
Directorate Human Resource Management

SALARY : R487 197 per annum (Level 9)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Human Resource Management or related field as recognised by SAQA. 3 years functional working experience in Human Resource Management or related field. PERSAL Training Results or Certificate. Knowledge & Skills: Sound and in-depth Knowledge of HR prescripts. Public Service Regulations. Public Service Act. PFMA. Treasury regulations as well as the legislative framework governing the public service. Knowledge of Change Control system (SCC). Knowledge of variety of work ranges and procedures such. as: Managerial functions, Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research \ analysing. Knowledge of PERSAL System. Ability to interpret and apply policy. Analytical and innovative thinking. Basic Research. Report writing. Workshop presentation and Facilitation. Ability to operate Computer such as (Excel, PowerPoint & MS Word). Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goal.

DUTIES : Coordinate establishment and post control. Monitor the capturing and maintenance of approved posts on PERSAL Coordinate accurate placement into approved posts both on PERSAL and in the staff establishment (placement). Monitor the creation of approved vacancies on PERSAL. Ensure maintenance establishment into. posts/ responsibility linkages/ objective linkages. Coordinate engagement with Management Accounting on SCOA-related matters. Compile, analyse, and submit establishment control reports for management. Coordinate placement of staff in line with organisational changes. Monitor the correct placement of employees in line with approved organisational structures and changes. Monitor terminations, transfers, and movements through registers and verification on PERSAL. .Ensure that an updated placement report is readily available. Provide statistical information on current staff availability, staff turnover, equality, from PERSAL and Vulindlela to Excel and other report to the unit and management within department. Monitoring and reporting on vacancies. Facilitate PERSAL cleanup strategy and maintain posts on PERSAL Verify and validate funded vacant posts. Identify funded vacant posts for filling after approval by management. Monthly, quarterly, annual reporting of staff turnover. Prepare statistics as and when requested. Analysis on post establishment as and when needed on restructuring. Coordinate hr planning and statistical reporting. Coordinate the collection, analysis, and reporting of HR statistics for HR Plans, HR Implementation Reports, and Annual Adjusted HR Plans. Consolidate HR Plans and HR Plan Implementation reports for submission to the Office of the Premier (OTP) and DPSA. Design, analyse, and present HR

oversight, compliance, and management reports. Provide secretariat and technical support to the departmental HR Planning committees. Liaise with internal and external stakeholders and represent the department at provincial forums. Assist with statistical information to consolidate comprehensive reports such Quarterly Review, Compliance Report, Monthly HR Implementation repot. Render persal user services. Approve and authorise PERSAL transactions. Ensure loading and maintenance of establishment data. Create and maintain objective tables, responsibility tables, and component tables. Maintain pay point allocations in terms of Payroll instructions. Link objectives and responsibilities in terms of SCOA. Implement linkage change.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/439 : **SYSTEM SUPPORT ADMINISTRATORS: REF NO'S LPT/453 & LPT457 (X 2 POSTS)**
Directorate Systems Administration

SALARY : R413 001 per annum (Level 8)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Financial Management or related field as recognised by SAQA. 2 years functional working experience in Financial Management or related field. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Finance. Planning and organizing. Needs and priorities of stakeholders. Public Administration. Compilation of management reports. Ability to interpret and apply policy. Financial Management. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy Formulation. Adaptability during changes to meet the goals. Change / diversity management.
DUTIES : Provide support on Transversal financial systems. Provide functional support to Transversal Financial Systems users. Register System Change requests from departments with National Treasury. Making follow ups with National Treasury on systems issues. Support departments to process opening journals, reconciliation of under / overspending and revenue accrual. Support with clearance of controls / suspense accounts and effective closure of books. Facilitate user account management. Provide support on effective utilization of financial systems. Provide assistance to users in the interpretation of reports. Implement disbursement of payments to suppliers according to the financial year schedule and requested special disbursements. Request reports pertaining to disbursement. Provide ad hoc reports as when requested. Facilitate and monitor implementation of system and enhancement. Monitor user access activities. Assist in the implementation of RACF reports. Implement calls life cycle. Administer logged calls via emails, telephone and walk in on ITSM. Assist with the investigation of the logged calls using other mechanisms to derives to the solutions. Update calls with possible solutions. Forward solutions to clients. Close the calls once the client has confirmed success of the solutions. Provide support to management. Facilitate forum meetings for Systems Controllers. Request specific reports on monthly basis that requires ongoing attention by the Departments. Request Auditors download reports for all Departments. Liaise with National Treasury about systems related matters. Provide on job training for new functionalities.
ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/440 : **SENIOR ADMINISTRATION OFFICER: SCM CAPRICORN SERVICES REF NO LPT/365**
Directorate SCM Client Services

SALARY : R413 001 per annum (Level 8)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Financial Management / Supply Chain Management or related field as recognised by SAQA. 2 years functional working experience in Supply Chain Management or related field. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Knowledge of Public Sector SCM Policies and procedures. Technical / Standards / Procedures. Finance. Planning and organizing. Needs and priorities of the Departments. Legal background. Ability to interpret and apply policy. Analytical and Communication. Ability to operate computer. Adaptability during changes to meet the goals. Financial Management Change / diversity management. Policy Formulation. Leadership. Research. Strategic Management.
DUTIES : Provide tendering advisory support services to SMME's. Provision of information, advise, training and assistance to all suppliers on CSD during Provincial events. Facilitation of business information access to suppliers with other Government institutions for supplier's empowerment purposes in the districts. Assist walk-ins with completion of tender documents on daily basis. Mobilize stakeholders for

community outreach documents on daily basis. Mobilize stakeholders for community outreach tendering workshops and roadshows. Assist with logistics during tendering workshop. Record keeping. Provide support on -line registration of suppliers on the NCSD. Assist walk-in suppliers with new online registration into the National Central Supplier Database (NCSD). Assist walk -in suppliers with the update of their profile on NCSD. Handling of CSD registration queries from suppliers through the District NCSD Call Centre. Keep and maintain internal controls registers. Keep and maintain stores control registers. Keep and maintain equipment's usage control registers. Maintain Registry control filling system. Keep and maintain transport control registry. Implement the Departmental PMDS. Signing of MOU with supervisor. Quarterly and annual performance reviews with supervisor.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/441 : **SENIOR STATE ACCOUNTANT: REVENUE, DEBT & BANK RECONCILIATION REF NO LPT/180**
Directorate Financial Accounting

SALARY : R413 001 per annum (Level 8)
CENTRE : Head Office – Polokwane
REQUIREMENTS : NQF level 6 qualification in Financial Accounting / Management Accounting / Cost and Management Accounting / Financial Information Systems as recognized by SAQA. 2 years functional experience in Financial Management. knowledge & skills: - Knowledge of variety of work ranges and procedure such as PFMA. SCOA. Government Financial Systems. Economic reporting. Transversal Revenue Policy. Managerial functions. Finance. Human Resource matters; Planning and organizing. Compilation of reports. Technical / standards. Ability to interpret policy. Financial Management. Analytic and innovative thinking. Report writing. Ability to operate Computer. Leadership. Conflict Management
DUTIES : Provide support in administration of departmental revenue. Prepare payment vouchers. Transfer Revenue collected to Provincial Revenue Fund. Compile monthly and quarterly reports. Compile proposal revenue tariffs revision. Compile and revise revenue budget estimate as well as MTEF. Capture original and revise revenue budget estimates into BAS. Compile and revise monthly revenue projections. Ensure that bank exceptions are cleared. Implement applicable policies and procedures. Provide support in clearing suspense account. Compile and capture BAS journals. Analysis of daily bank statements. Reconcile the bank account. Reconcile and clear suspense accounts. Analysis of trial balance on a daily basis. Prepare monthly and quarterly suspense control account reports. Perform monthly and year and closures. Communicate with bankers, other departments, and directorate on provision of information. Prepare monthly compliance certificate. Retrieve and submit information requested by Auditor General. Balance general ledger by preparing a trial balance, reconciling entries. Prepare financial reports by collecting, analysing and summarising account information. Conduct periodic reconciliations of all accounts to ensure their accuracy. Provide support in collection of debts. Monitor the capturing of debts. Maintain debt register. Authorise the process of creating entities. Submit debt age analysis, monthly and quarterly reports. Submit quarterly monitoring tool. Monitor irrecoverable debts. Ensure the allocation of direct deposits, pensions and PERSAL deductions to the respective debts. Monitor the reconciliation of debts on PERSAL and BAS. Compile / complete journal on the prescribed journal form. Ensure filling and safekeeping of reports. Provide support in compilation of interim and annual financial statements. Download the template. Run all the macro updates as they are made available. Request information for notes from different directorate. Calculate other amounts for disclosures. Request current year trial balance to upload on the template. Download the trial balance into excel. Run macro for the previous year trial balance into the financials template. Map all the trial balance items as per SCOA into financials template. Record all the necessary secondary information into the notes. Correct all exceptions. Ensuring that all balances recorded are correct. Provide all relevant narrations to the notes. Prepare audit file.
ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/442 : **SENIOR PERSONNEL PRACTITIONER: SERVICE BENEFITS REF NO LPT/33**
Directorate Human Resource Management

SALARY : R413 001 per annum (Level 8)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Human Resource Management / Public Administration / Public Management or related field as recognised by SAQA. 2 years functional working experience in Human Resource Management or related field. PERSAL Training, Results or Certificate and PILIR Certificate. Knowledge & Skills: - Sound

and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as, Employment Equity Act, Skills Development Act, Basic Conditions Act, labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Skills of Negotiation and People Management. Financial Management, Planning & Organising skills. Time management. Strategic Planning, Policy Analysis and development skill. Good communication skills. Group dynamics. Diversity Management. Facilitation & Co-ordination skills. Leadership, Change and Knowledge Management skills.

DUTIES : Administer leave of absence. Review leaves applications for completeness and compliance to prescripts. Process and approve applications for leave of absence on PERSAL. Ensure accurate leave records on PERSAL and in the physical register. Use the PERSAL System to manage leave transactions and related data. Monitor attendance register. Administer termination of service. Request PERSAL report for possible retirees at the beginning of the year. Process all service-termination related cases in line with the prescripts. Generate submissions to the HOD/MEC/delegate for approval and prepare letters to communicate the outcomes of the applications to applicants. Process service termination transactions on PERSAL. Audit capped leave and conduct leave reconciliation. Administer payment of leave gratuity Receive applications for early retirement/normal retirement and resignations. Facilitate the implementation of policy and procedure on incapacity leave and ill health retirement. Verify all submitted PILIR applications and secure the necessary conditional approvals from the relevant authorities. Ensure timeous submission of applications to the Health Risk Manager for assessment. Receive the outcome for the assessment. Generate submission and letters to the HOD for approval, based on the health risk manager's recommendations. Ensure communication of the outcomes of assessment to the affected employees. Generate headcount report, receive invoice, prepare BAS payment advice and submit to Expenditure for payment. Ensure all PILLIR transactions are captured / approved on PERSAL. Provide pension administration services. Co-ordinate completion of GPAA withdrawal forms. Capture information on (PCM) Pension Case Management. Register documents for filing. Administer government employee housing scheme allowances and long service recognition. government employee housing scheme allowances. Coordinate completion of Homeowner's allowance applications. Coordinate completion of withdrawal of individual links savings facility application. Submit to the Deputy Director for approval. Ensure homeowners allowances are accurately captured / approved on PERSAL. Housing Stop Order. Process requests related to the initiation and termination of housing stop orders. Ensure stop orders are accurately captured / approved on PERSAL. Terminate housing stop orders. Administer Long Service Recognition. Request report for long service qualifiers at the beginning of the year. Generate letters to inform employees. Process Advice for payment of long service recognition awards. Administer overtime. Process requests for overtime in line with the relevant prescriptions. Generate submission for approval of the HOD. Verify overtime claims and payment advice for accuracy and compliance with the prescripts. Ensure creation of authority number.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/443 : **PERSONNEL PRACTITIONER: RECRUITMENT, APPOINTMENTS & SELECTION REF NO LPT/38**
Directorate Human Resource Management

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Human Resource Management / Public Administration / Public Management or related field as recognised by SAQA. 2 years functional working experience in Recruitment, Selection & Appointments within Human Resource Management. PERSAL Training / Results or Certificate. Knowledge & Skills: - Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as, Employment Equity Act, Basic Conditions of Employment Act, Public Service Regulations, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, and various Bargaining Council Resolutions. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing Skill. Financial Management. Negotiation skills. Ability to prioritize matters. People management. Planning & organizing. Time management. Good communication skills.

DUTIES : Administer recruitment and selection records. Assist with drafting of advertisement of vacant posts. Facilitate the shortlisting and interview processes. Render secretarial services in the shortlisting interviews. Request Personnel Suitability Check. Prepare formal appointment memo to Executing authority for approval. Capturing of appointments on PERSAL. Update the registers (appointments,

commitments). Update the appointment register. Administration and processing of personnel records. Create SP files for new employees. Capturing of personnel information on PERSAL such as qualifications. Dependents, Marital status, residential addresses etc. Submitting all documents to HR Records for filling. Administration of remunerative policies. Facilitate the process of acting appointments. Capturing of Acting allowance on PERSAL. Facilitate the requests for Resettlement expenditure. Facilitate and assist the candidates with the completion of S&T claims for candidates who attended the interviews. Issuing of advice payments to Payroll Management. Administration and processing of personnel utilization. Facilitate the issuing of probation reviews and confirmation of probationary period for employees who were appointed on probation. Facilitate the transfers. process (Internal or external), secondments, relocations and movements of staff. Capturing of transfers, relocations, movements, secondments on PERSAL. Update the transfers and secondment registers.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/444 : **PERSONNEL PRACTITIONER: YOUTH DEVELOPMENT & TALENT MANAGEMENT REF NO LPT/54**
Directorate Human Resource Management

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Human Resource Management or related field as recognised by SAQA. 2 years functional working experience in Human Resource Development or related field. Knowledge & Skills: - Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as, Employment Equity Act, Skills Development Act, Basic Conditions Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Skills of Negotiation and People Management. Financial Management, Planning & Organising skills. Time management. Strategic Planning, Policy Analysis and development skill. Good communication skills. Group dynamics. Diversity Management. Facilitation & Co-ordination skills. Leadership, Change and Knowledge Management skills.

DUTIES : Facilitate Internship Programme. Conduct internship needs analysis. Compile internship advert. Place / enrol interns on internship programme. Facilitate rotation of learners. Facilitate quarterly meetings with interns and mentors. Arrange induction and training of interns (generic and technical training). Arrange training of mentors. Monitor training and learning of interns through monthly reports. Analyse interns monthly reports and compile presentation for quarterly meetings with interns and mentors. Arrange certification/ graduation ceremony. Facilitate Internal Audit Training (IAT) Learning Programme. Conduct IAT needs analysis. Compile IAT advert. Place/ enrol learners on IAT learning programme. Facilitate rotation of learners. Facilitate quarterly meetings with learners and mentors. Arrange induction and training of learners (generic and technical training). Arrange training of mentors. Monitor training and learning of learners monthly through logbooks. Analyse interns monthly reports and compile presentation for quarterly meetings. Facilitate Work Integrated Learning (WIL) programme. Conduct WIL needs analysis. Communicate and liaise OTP and TVET Colleges on WIL Programme. Facilitate placement of learners. Facilitate induction and training of learners. Monitor training and learning of learners monthly through logbooks and timesheets. Facilitate rotation of learners. Arrange learners meetings with the Colleges. Assist learners in compiling testimonial letters. Arrange certification / graduation ceremony. Facilitate CAA programme. Facilitate advertisement of CA Programme. Facilitate enrolment of CA Trainees on CAA. Coordinate induction of CA Trainees. Coordinate learning and training work sessions of Trainees. Facilitate payments for membership, SAICA Board Courses, Board Exams and other training. Identify and train mentors. Financial Management. Constant monitoring of budget and expenditure for youth development programmes. Prepare Memorandam for Goods and Services in respect of youth development programmes.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/445 : **DEMAND & ACQUISITION PRACTITIONER REF NO LPT/195**
Directorate Supply Chain Management

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office – Polokwane
REQUIREMENTS : An NQF level 6 qualification as recognized by SAQA in Supply Chain Management or related field. 1-year functional experience in Supply Chain Management. J45knowledge & Skills: Sound and in-depth knowledge of relevant prescripts.

Application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as; Knowledge of variety of work ranges and procedures such as; SCM matters. Planning and organizing. Needs and priorities of the Department. Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management. Competencies: Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Receive request from end users. Process invitation of all price quotations. Capture requests on the Departmental Procurement System. Invite quotations from the suppliers. Receive quotations from suppliers. Prepare dispatch memo for approval by Director SCM or his/her delegated official. Open individual bid files according to filling index. Compile bid documents as per to Preferential Procurement Policy Framework Act and other relevant SCM prescripts. Advertise bids on Provincial tender bulletin, e-portal, departmental website and any other media. Send bid documents to supplier's / service providers. Opening of bid box during bid closing dates. Recording, numbering, and date stamp all received bid documents. Serve as secretariat during bid specification, bid evaluation and bid adjudication sittings. Prepare evaluation spreadsheets and scoring forms. Conduct site inspection on the short-listed suppliers. Process invitation of bids greater than R1 000 000.00. Conduct need analysis. Check the specification from Demand Manager to confirm if it has been approved, check availability of budget before proceeding with procurement of goods or services. Compile the register for the advertised bids. Write down list of all bids advertised with their details such as date of advertisement, closing date of the bid and progress report for the bids on whether they are awarded or still under evaluation or adjudication process. Update the reports on monthly basis. Maintenance of demand and acquisitions supplier database. Prepare bid evaluation and bid adjudication reports. Prepare bid award letters.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/446 : **PERSONAL ASSISTANTS: REF NO LPT/PA/2026/1 (X 10 POSTS)**
Chief Directors: Information Management / Corporate Services / Budget & Public Finance Management / Municipal Finance & Governance / Assets & Liabilities Management / Provincial SCM Management / Financial Management Information Systems / Accounting Services / Risk Based Auditing & Specialized Audit Services / Risk Based Auditing / Performance & Consulting Services

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Office Management / Office Administration / Management Assistant as recognised by SAQA. 1 year working experience in Office Management / Office Administration / Management Assistance / Secretariat. Knowledge & Skills: Professional presentation and communication skills. Basic knowledge on financial administration. Good telephone etiquette. Good interpersonal relations. Excellent communication. Report writing skills. Ms Office Packages (Ms Word, Ms Excel; Ms Power-point; Ms Outlook). Time Management: Ability to work under pressure; Ability to maintain confidentiality. PFMA and Treasury Regulations. Batho Pele principles. Competencies: Planning and organising. Networking and Customer service orientation. Organizational communication effectiveness. Self-management.

DUTIES : Provide a secretarial support to the Chief Director. Receives telephone calls. Operates and ensures that the Office equipment, e.g., fax machine and photocopier are in good order. Records the engagement of the Chief Director Utilizes discretion to decide whether to accept/decline or refer to other employees request for meetings. Coordinates with and sensitized/advises the Chief Director regarding engagements. Compile realistic schedules of appointments. Renders administration support services. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtains inputs, collates and compiles reports e.g. progress, Monthly reports, Management reports. Scrutinizes routine submission/ reports and make notes and/or recommendations. Responds to enquire received from internal and external stakeholders. Drafts documents as required. Filing of documents. Collects, analyses, and collates information requested. Clarifies instructions and notes on notes behalf of the Chief Director. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the Chief Director. Manages the leave register and telephone accounts for the units. Handles the procurement of standards items like stationary, refreshment etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advises and monthly salary reports. Provides support to Chief Director regarding meetings. Scrutinizes documents to determine

actions/ information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communications to relevant role players, follow-up on progress made. Prepare briefing notes for the Chief Director as required. Coordinates logistical arrangements for meetings when required. Support the Chief Director with the administration of budget. Collects and coordinates all the documents that relate to the budget of Chief Director. Assists Chief Director in determining funding requirements for purpose of MTEF submissions. Keeps records of expenditure commitment, monitors expenditure and alerts Chief Director of possible over-and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the manager and compiles draft memos for this purpose. (N.B) Successful candidates may be appointed to any of the advertised Personal Assistant posts.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/447 : **REGISTRY CLERK: RECORDS & KNOWLEDGE MANAGEMENT REF NO'S LPT/105, LPT/108 & LPT/109 (3 X POSTS)**
Directorate Records Management & Auxiliary Services

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric / An NQF level 4 as recognised by SAQA. Knowledge & Skills: 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.
DUTIES : Provide clerical support to Human Records Management. Opening and closing of files. Giving folio numbers to all documents / correspondence received in the registry. Listing all Human Resource Records which are ready for disposal. Implementation of minimum information required in all Human resource records. Redressing of all worn out files and replacement of new jackets. Filling of personnel and other related documents. Maintenance of registers. Ensure safekeeping of personal records. Render Archive services. Maintenance of the staff filling / records classification systems. Quarterly audit of all active documents and files. Provide any other administrative support to the office. Provide support on facilitation of compliance of information and security. Ensure compliance to management of information and security and promotion of access to information. Ensure compliance to management of National Minimum Information Requirements are complied. Ensure compliance to records classification requirement. Provide support on coordination of personal files. Safekeeping of personal files. Maintenance of stall file plan. Maintenance of schedule of records management manuals. Process documents for archiving and disposal. Listing of records that are due for disposal. Listing of records that need to be transferred both to the Provincial Archives and mini departmental archives. Compile list of documents to be archived and submit to the supervisor. Listing of all applications for employment that need to be disposed. Provide reproduction services on Human Resource Records. Attend to clients. Handl telephonic and other enquiries received. Electronic scanning of files. Sort and package files for archived and distribution. Keep records for archived documents. Complete index cards for all files.
ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/448 : **TELECOM OPERATOR REF NO LPT/125**
Directorate Records Management & Auxiliary Services

SALARY : R201 093 per annum (Level 4)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric / An NQF level 4 as recognised by SAQA. knowledge & skills: Sound and in-depth knowledge of providing switchboard operation. Ability to operate switchboard machines. Teamwork. Good interpersonal relations. Able to work under pressure.
DUTIES : Rendering an efficient and effective telecom or switchboard services. Attend incoming and outgoing calls. Transfer call to the relevant extension. Providing clients with relevant information. Prompt answering of calls, friendly and helpful. Take massage and convey them to other relevant staff. Record keeping of all outgoing calls. Identify and report telephone faults to the supervisor. Manage and handle extremely high volume of incoming calls. Transmit outgoing calls and handle transfer of calls. Test switchboard lines and assist technician. Compile procurement requisition relating to the switchboard section and submit invoice to the supervisor for payment to the switchboard service provider. Arrange telephone instruments for new employees and replacement of faulty telephone instruments

for service. Provider. Perform administrative duties that relate to the switchboard as requested by the supervisor. Send itemized bills of switchboard extension to all staff to identify private and official calls. Assist and help the supervisor with maintenance of the telephone register. Assist with quarterly audit of telephones, fax and ISDN lines. Make sure compliance in accordance with National Treasury prescripts and GCIS financial policies Act as back-up for other colleagues in the section and attend to enquires. Provide any other administrative support to the department.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

POST 22/449 : **CLEANERS REF NO LPT/134 / LPT/136 & LPT/150 (X 3 POSTS)**
Directorate Records Management & Auxiliary Services

SALARY : R144 024 per annum (Level 2)
CENTRE : Head Office - Polokwane
REQUIREMENTS : ABET / AET/ Grade 10 as recognised by SAQA. Knowledge & Skills: Sound and in-depth knowledge of providing housekeeping. Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.
DUTIES : Cleaning of offices daily. Dusting and waxing office furniture. Sweeping scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bin. Cleaning of restrooms daily. Cleaning toilets. Replacing toilet paper. Emptying and washing waste bins. cleaning of corridors, elevators, and passages. Cleaning elevators. Clean corridors. Clean the passages. Keep and maintain cleaning materials and equipment's. Report broken cleaning materials and equipment's. Cleaning of machines (Microwaves, vacuum cleaners) and equipment's after use.
ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Contact No. 015 298 7000.

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS : The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below: Should be uploaded via the following link uploaded on the following link https://erecruitment.mpg.gov.za

ENQUIRIES : should be directed to 013 766 5524/5175/5267/5458/5350: Ms. NP Magagula / Ms. SL Mkhatshwa / Ms. SR Ndzinisa / Mr. X Sifunda, YT Mthethwa - HR Recruitment.

CLOSING DATE : 16 July 2026

NOTE : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

MANAGEMENT ECHELON

POST 22/450 : **CHIEF DIRECTOR: FURTHER EDUCATION AND TRAINING A4/075**

SALARY : R1 554 696 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. A relevant postgraduate qualification will be an added advantage. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of further education and training, Public Examinations, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem-solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed

a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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.

DUTIES : Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for further education and training and Public Examinations. Ensure the effective delivery of policy, programmes and systems for diverse educational support services. Manage independent Institution compliance as well as examination question papers and marking, examination policy support and examination administration support. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education and will be expected to contribute at that level. Promote a culture of efficiency and quality.

ENQUIRIES : Mr. ER Nkosi, Tel (013) 766 0918

POST 22/451 : **DIRECTOR: INTERNAL AUDIT A4/078**

SALARY : R1 317 384 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. Membership of the Institute of Internal Auditors. Appropriate experience in electronic data processing systems, project management and internal auditing. Knowledge of GAAP and Internal Auditing Standards. Exposure to Public Finance. Extensive knowledge of the Public Finance Management Act. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Valid drivers license. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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.

DUTIES : High level risk assessment of business units. Determine the scope of audit testing. Prepare medium and long term audit plans. Manage the planning and execution of audits in accordance with the IIA Standards. Monitor compliance of policies and procedures. Report audit findings to the Accounting Officer and make recommendations for correcting deficiencies to improve operations and reduce costs. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Analyse losses and manage the departmental database for loss control. Promote a culture of efficiency and quality. Contribute to the strategic direction of the Department. The appointee will be a member of the management echelon of the Department of Education and will be expected to contribute at that level.

ENQUIRIES : Ms. LH Moyane, Tel (013) 766 5520

OTHER POSTS

POST 22/452 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING A4/084**

SALARY	:	R932 292 per.annum. The package can be structured according to the individual's personal needs.
CENTRE	:	Head Office, Mbombela
REQUIREMENTS	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem-solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Valid driver's license.
DUTIES	:	Manage the Collective Bargaining Unit. Co-ordinate, manage and monitor collective bargaining activities. Prepare and obtain mandates for collective bargaining. Prepare documents for collective bargaining. To represent the employer in collective bargaining structures. To Liaise with disputing parties with the aim of resolving disputes emanating from collective bargaining. To handle Industrial actions according to legislation, policy and procedure. Give direction to, co-ordinate, monitor and advise on all Labour relations related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive Labour relations service. Identify the needs for improved Labour relations services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the middle management echelon of the Department of Education and will be expected to chair disciplinary enquiries when required to do so.
ENQUIRIES	:	Mr. H Ngwenya, Tel (013) 766 5429
POST 22/453	:	**DEPUTY DIRECTOR: FINANCIAL & SUPPORT SERVICES A4/085**
SALARY	:	R932 292 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs
CENTRE	:	Nkangala District Office, KwaMhlanga
REQUIREMENTS	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and the specified work field. Sound knowledge and experience of all financial related matters, budget procedures, the Basic Accounting System (BAS), the PERSAL System as well as the computerised LOGIS System. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision-making skills. Good computer user knowledge and experience. Valid driver's license.
DUTIES	:	Overall management of district Financial Services (including Budget and revenue management, expenditure services & Salary services, Supply Chain services and Asset Management). Ensure the efficient management of the district budget, the co-ordination of budgetary inputs and financial reporting. Manage and co-ordinate the efficient and accountable administration of salaries and salary accounts. Ensure the effective acquisition of goods and services. Co-ordinate and administer matters in respect of asset management in accordance with policies and delegations. Give direction to, co-ordinate, monitor and advise on all finance related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on financial matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district Financial Service. Identify the needs for improved financial services and formulate

programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

POST 22/454 : **DEPUTY DIRECTOR: HR SERVICES A4/086**

SALARY : R932 292 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

CENTRE : Ehlanzeni District Office, Kanyamazane

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision-making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.

DUTIES : Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES : Ms JT Dlamini, Tel (013) 766 0508

POST 22/455 : **DEPUTY DIRECTOR: HR SERVICES A4/087**

SALARY : R932 292 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs

CENTRE : Bohlabela District Office, Bushbuckridge

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision-making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.

DUTIES : Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR

Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES : Ms A Mashile, Tel (013) 766 7441

POST 22/456 : **DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS A4/088**

SALARY : R932 292 per.annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs.

CENTRE : Bohlabela District Office, Bushbuckridge

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management information systems as well as computer-based system services. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision-making skills. Extensive computer user knowledge and experience. Valid driver's license.

DUTIES : Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.

ENQUIRIES : Ms A Mashile, Tel (013) 766 7441

POST 22/457 : **DEPUTY DIRECTOR: LABOUR RELATIONS A4/089**

SALARY : R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs

CENTRE : Bohlabela District Office, Bushbuckridge

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem-solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Valid driver's license.

DUTIES : Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES : Ms A Mashile, Tel (013) 766 7441

POST 22/458 : **DEPUTY DIRECTOR: TRANSFORMATION A4/090**

SALARY : R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs

CENTRE : Head Office, Mbombela

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Human Resource Management or equivalent qualifications. Minimum of 3 years' relevant management experience in HR- and transformation management issues. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license

DUTIES : This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Develop and manage transformation processes. Render support services. Manage and develop democratization of the workplace. Develop policies and procedures. Perform management functions. Execute HR Performance Management. Ensure the development, monitoring and implement Employment Equity Plan and the reporting, therefore. Co-ordinate the Employment Equity Committee meetings. Facilitate Diversity Management programmes.

ENQUIRIES : Ms. LH Moyane, Tel (013) 766 5520

POST 22/459 : **GIS SPECIALIST: WEB SERVICES A4/091**

SALARY : R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : University degree in Information Technology / Computer Science / BSc plus an appropriate Honours- and / or Masters degree. An additional tertiary GIS qualification in Geographical Information Systems. At least three to five years experience in management of Geographic Information Systems. Experience in GIS database administration, GIS web application development and/or spatial analysis and data extraction will be considered. Experience in working with Arc Gis or Arc IMS. Project management. Knowledge of Government legislation regarding spatial information. Experience in the educational sector will be an advantage. Analytical thinking and problem-solving abilities. Excellent client liaison skills. Sound teamwork and human relation capabilities. Ability to work under pressure and expended working hours. Valid driver's lisence.

DUTIES : Manage, maintain and support the departmental GIS services. Identify and acquire spatial and non-spatial data from various sources. Prepare data for use in the GIS environment. Use static information and non-spatial information to create spatial data. Compile and print reports and maps based on the spatial analysis. Responsible for business report writing and spatial data presentations. Promote the use of GIS and spatial analysis in the planning and monitoring of in-house development. Represent the department on departmental, provincial and national level.

ENQUIRIES : Ms. M Tebeila, Tel (013) 766 5566

POST 22/460 : **SENIOR STATISTICIAN: EDUCATION MANAGEMENT INFORMATION SYSTEMS A4/092**

SALARY : R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate 3-year qualification (NQF6) as recognised by SAQA in Statistics, plus extensive appropriate experience in statistics analyses or in a mathematics - related environment. Computer literate in Microsoft developments. Excellent statistical analysing skills. Good verbal and written communication skills. Good report writing skills. Sound human relations and the ability to work under pressure and within a team. Valid driver's license.

DUTIES : Execute statistical analyses of education data and Stats-SA data. Incorporate external data into useful analytical data. Forecast trends on data to support management decisions. Liaise with other departments / directorates / sectors in assisting with data analyses. Work closely with the Chief Information Officer in regard of the above. Assist management in analyses and understanding of statistical data. Prepare statistical reports for publishing on web-sites, newsletters and media. Liaise within the matrix function on statistical reporting

ENQUIRIES : Mr. D Mtembu, Tel (013) 766 5124

POST 22/461 : **WEB SPECIALIST: WEB SERVICES A4/093**

SALARY : R932 292 per annum. (An all-inclusive remuneration package) The package can be structured according to the individual's personal needs

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate recognized Bachelors degree or equivalent qualification. Relevant technical qualifications. At least 5 years relevant experience. Analytical thinking

and problem-solving abilities. Excellent client liaison skills. Sound teamwork and human relation capabilities. Ability to work under pressure and extended working hours. Experience in the Educational sector, project management experience, sound knowledge of HTML/ASP.NET/PHP languages and familiar with SQL databases will be considered. Short listed candidates may be required to complete a technical/practical competency test. Valid driver's license.

DUTIES : Develop policies in support of the Departmental strategy. Represent the department on departmental, provincial and national level. Manage technical aspects of the departmental web site. Liaise with other departmental stakeholders regarding departmental website content. Maintain, manage and support the departmental website. Liaise with the EMIS and Information Officer regarding publishing educational data.

ENQUIRIES : Ms. M Tebeila, Tel (013) 766 5566

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security) and or email addresses provided for each individual post.

FOR ATTENTION : Ms. K. Moremi

CLOSING DATE : 10 July 2026

NOTE : The Northern Cape Office of the Premier is committed to providing equal opportunities and practicing affirmative action employment. We intent to promote equity through the fulfilment of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to females as per the Northern Cape Office of the Premier Employment Equity Targets. Women and people with disabilities are encouraged to apply. Compliance: Applications must be submitted on the approved New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated, however, the initial on the second page of the form is not mandatory. The form is obtainable any Public Service Department or on the DPSA website, www.dpsa.gov.za. Applicants must indicate the post and the correct reference number on the Z83 application Form. The New Z83 Form must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees and 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). DPSA Circular 03 of 2025 states that the form must be completed in manner that provides sufficient information about the candidate and the post applied for by completing all relevant fields. Please note that Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information. However, the question related to conditions that prevent re appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re employment. Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. 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. 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. 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/ Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or conducting 162 any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointments. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 22/462 : **CHIEF DIRECTOR: PROVINCIAL GOVERNMENT INFORMATION TECHNOLOGY SERVICES - REF NO: CD/PGITO/2026**
Re-Advertisement

SALARY : R1 554 696.per annum (Level 14), (all-inclusive salary package)
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a recognised Bachelor's Degree in Information Technology/ Computer Science/Information Systems (NQF Level 7), coupled with a minimum of five (5) years relevant experience, at Senior Management (SMS) level, within an Information Technology environment, with a proven track record in project and contract management. The Nyukela Public Service SMS Pre-entry Programme is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela Certificate). A valid driver's licence is essential. Competencies: The following key competencies and skills are required for the position: Knowledge of the latest advances in public management theory and practice, Public Service regulatory framework; Knowledge of Government-wide Enterprise Architecture framework (GWEA), ITIL, COBIT; Knowledge of policy and strategy development and planning, for implementation within a government environment, Knowledge of Information Technology Service Management (ITSM); Understanding of Corporate Governance of ICT; Know-how on digital transformation and Strategic ICT leadership; Understanding of digital governance, data analytics and Cyber security; Programme and Project Management, Contract Management, Change and Knowledge Management, Financial Management; Excellent management communication and interpersonal skills; Strong leadership and organisational skills; Negotiation, influencing, collaboration and partnership building; Problem solving and analytical skills Ability to leverage information and technology in business model design, business process re-engineering, products and services development; Logical and creative thinker, able to create synergies across the Province, to enable cost-effective and innovative shared solutions, geared towards achievement of organisational goals and improve government performance.
DUTIES : Key Responsibilities: Manage ICT Infrastructure and operation within the Northern Cape Provincial Government; Develop and implement the provincial ICT infrastructure strategy to ensure reliable, secure and scalable ICT services; Lead the planning and rollout of infrastructure renewal, upgrades, and lifecycle management in alignment with GWEA and ITSM best practices; Develop disaster recovery and ICT continuity plans for provincial systems and ensure regular testing; Manage and coordinate Information Security services; Develop and implement the Provincial Information Security Framework aligned to national cyber security standards and DPSA prescripts; Oversee information security risk assessments and ensure mitigation plans across provincial departments; Establish policies and guidelines governing data governance, access control, information classification, and privacy compliance; Manage and coordinate the transversal GITO and Governance Services; Coordinate implementation of the Government wide Enterprise Architecture (GWEA) across provincial departments; Provide governance leadership on ICT planning, policy development and ICT alignment to departmental APPs and Ops; Oversee monitoring and reporting on transversal ICT projects and ensuring alignment to government priorities; Manage, coordinate and facilitate the provisioning of government information and services to communities; Lead the development of digital government platforms and e services for public access; Oversee the rollout and support of community ICT access points (Thusong Centres, community Wi-Fi, mobile service technologies); Facilitate partnerships with municipalities, private sector and academic institutions to expand digital inclusion; Drive digital transformation programmes to improve citizen centric service delivery; Implement communication and outreach strategies to improve public awareness and uptake of digital government services; The overall management of the Chief Directorate; Manage the Chief Directorate's budget, ensuring expenditure aligns with PFMA and strategic priorities; Provide strategic leadership, oversight and coordination across all components; Foster stakeholder relations with other departments, DPSA, academic institutions and private sector partners
ENQUIRIES : Ms. M. Tlaletsi Tel No: 053 030 0625
APPLICATIONS : Email applications to: PGITS2026@ncpg.gov.za

PROVINCIAL ADMINISTRATION: NORTH WEST PROVINCE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

APPLICATIONS : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Ethelia Masibi, tel. (018) 388 3933 or Ms Katlego Sebaetse, tel. (018) 388 3935, email: nwcogtarecruit@nwpg.gov.za

CLOSING DATE : 10 July, Time (15H30)

NOTE : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. OSD posts will be remunerated in accordance with relevant directives. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: https://www.thensg.gov.za. 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. Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their conditions enquiries to the relevant person indicated on enquiries. Directions On How To Fill In The New Z83 Form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate, and the post applies for by completing all relevant fields. The questions related to conditions that prevent re-appointment under part F must be answered, it requires an applicant to specify if any may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 22/463 : **DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING REF NO: 01/26-27**
Chief Directorate: Development and Planning
Directorate: Municipal Development Planning
Job Purpose: To administer implementation of municipal Development planning services.

SALARY : R1 317 384 per annum. (all-inclusive remuneration package) (Level13)

CENTRE : Head Office

REQUIREMENTS : Matric/Grade 12/Degree(NQF7) in Local Government/Development Studies/Public Administration/Public Management/Governance/Town Planning/Urban and Regional Planning/Spatial Planning/Environmental Science/Social Science/Economics/Surveying/Geographic Information Systems/ as recognised by SAQA. Minimum of 5 years relevant experience in Local Government and

Municipal environment at Middle/senior Management Level. Nyukela SMS Pre-Entry Certificate submitted prior to appointment, A valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of Municipal Structure Act, Municipal Finance Management Act, Municipal Systems Act, Municipal By-Laws, Spatial Planning and Land Use Management Act, Development Facilitation Act, Inter-governmental Relations Framework Act, Public Finance Management Act, Public Service Act and Regulations, National Development Plan, Municipal Planning Processes, systems and timeframes, Integrated Development Planning alignment Processes, Integrated Urban Development Framework, Rural and Urban Development Policies, Land Tenure systems and Property Law, Leadership and People Management, Strategic Planning and Coordination, Analytical and Research, Conflict Management and Resolution, Communication and Stakeholder Engagement, Project and Programme Management, Policy Interpretation and development, Report Writing and Presentation, Computer Literacy, Facilitation, Financial Management.

DUTIES : Coordinate development, review and alignment of municipal five-year Strategic Integrated Development plan. Coordinate implementation of Local Economic Development Planning. Coordinate the Provincial Spatial Development Framework and ensure alignment with Municipal Spatial Development Frameworks. Coordinate administration of Spatial Planning and Land Use Management (SPLUMA). Coordinate implementation of District Development Model, One Plans and Catalytic projects. Facilitate development and review of Land Use Schemes.

ENQUIRIES : Mr S Ramagaga, tel. (018) 388 5890

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM

It is the Department 's intention to promote Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. White males and females are encouraged to apply.

APPLICATIONS : Completed application forms and the Comprehensive CV quoting the relevant reference number, may either be hand-delivered to Department of Economic Development, Environment, Conservation and Tourism, NWDC Building, Cnr University Drive and Provident Street, Mmabatho, 2745. or E-mail: dedectapplications@nwpg.gov.za

CLOSING DATE : 10 July 2026

NOTES : Application must be submitted on a newly subscribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (and unsigned and not dated Z83 form will disqualify an application) and must be accompanied by a recently up-dated, comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not being contacted within six (6) months after 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, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed and late applications will be considered. 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. Successful completion of the Nyukela Public Service (SMS Pre Entry Certificate) is required prior to finalization of an appointment into any SMS post. For more details on the pre-entry course visit: https: www.thensg.gov.za/training - course/sms-pre-entry programme. 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. Successful applicants will be required to enter into an employment contract and a performance agreement. Disclosure of financial interests is the requirement.

MANAGEMENT ECHELON

POST 22/464 : **CHIEF DIRECTOR: ECONOMIC PLANNING REF NO: 01/DEDECT/2026/NW**

SALARY : R1 554 696 per annum (level 14) All-Inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.

CENTRE	:	Mahikeng
REQUIREMENTS	:	An appropriate Bachelor's Degree (NQF Level 7) in the field of Business Economics / Economic Planning or equivalent qualification as recognised by SAQA Postgraduate qualification(s) in the Economics field of study will be an added advantage Extensive experience in the field of economic development, export and investment promotion Knowledge and understanding of the economic development sector, as well as, industry development Experience of conducting economic development research A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors A valid driver's license. Competencies: Financial management Strategic capability and leadership Programme and Project management Change management Knowledge Management Service Delivery Innovation problem solving and Analysis People management and Empowerment Client orientation and customer focus Communication Honesty and Integrity Computer literacy.
DUTIES	:	Perform functions as a Chief Economist Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion Facilitate and co-ordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy) Facilitate the support of industries in order to contribute to the acceleration of economic growth rate Address the millennium development goals, national and provincial goals of job creation and the constitutional mandate Facilitate and undertake research that will inform the development and review of economic development plans, policies and strategies in alignment with national and provincial priorities Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy e.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks Develop and implement key economic sectors strategies that influence provincial economy growth and development Facilitate and manage creation of an enabling environment for key Provincial industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBBEE through rural and township economy within the four districts of the Province To enhance the competitiveness of the province's priority economic sectors and ensure that they can compete within a global, continental and international scale Manage strategic projects and partnership/ service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements Manage the performance of the Chief Directorate.
ENQUIRIES	:	Mr. R. E. Mofokane - Tel: (018) 388 5823
POST 22/465	:	**CHIEF DIRECTOR – CORPORATE SERVICES REF NO: 02/ DEDECT/2026/NW**
SALARY	:	R1 554 696 per annum (level 14) All-Inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	An appropriate Bachelor's degree (NQF Level 7) as recognised by SAQA. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. In-depth knowledge and understanding of corporate services management in public service. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector.
DUTIES	:	Oversee the rendering of Human Resource Management & Development Services within the Department. Manage the provision of strategic support and administration services. Oversee the legal support services of the Department. Oversee security compliance and transformation within the Department. Oversee the management of ICT Corporate communication and Knowledge management within the Department. Ensure departmental compliance to the PAIA and POPIA. Monitor Communications Services within the Department. Coordinate strategic planning cycle, strategic and business plans. Collate organizational performance reports quarterly and annually. Manage and provide support services to the entire department. Manage information by ensuring that all information in the department is secure/accessible/reliable and properly recorded. Minimize risk to the department by ensuring that controls for all internal processes are in place. Develop and implement efficient reporting systems to ensure optimal internal decision-making for management. Manage the departmental PMDS for Senior Management Services in line with the Annual Performance Plan and

implementation plan as well as annual report. Provide financial and personnel leadership and ensure overall management and control of the Chief Directorate Corporate Services.

ENQUIRIES : Mr. R. E. Mofokane - Tel. (018) 388 5823

POST 22/466 : **CHIEF DIRECTOR – INTEGRATED ECONOMIC DEVELOPMENT SERVICES (IEDS)**

SALARY : R1 554 696 per annum (level 14) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.

CENTRE : Head Office – Mahikeng

REQUIREMENTS : An appropriate Bachelor's degree (NQF Level 7) in Economics / Economic Development / Economic Management and Analysis / Business Entrepreneurship or equivalent qualification as recognised by SAQA. Postgraduate qualification (s) in the afore-mentioned fields of study will be an added advantage. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. Competencies: Financial management, Strategic Capability and Leadership, Programme and Project management, Change management, Knowledge management, Service delivery innovation, Problem solving and Analysis, People management and Empowerment, Client orientation and customer focus, Communication, Honesty and Integrity. Computer literacy.

DUTIES : Manage the contribution by the Department to the local economic growth and development. Identify regulatory burdens that negatively affect business development. Manage strategic projects and partnership / service delivery level agreements with key stakeholders in the sector and ensure that they are successfully completed within the budgetary timelines and performance requirements. Manage the empowerment of enterprises of the designated groups with the aim of addressing economic disparities. Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy. Conduct viability and financial management and market processes to aid decision-making about the type of project support and links to support programmes. Assess the impact on increased coordination and partnership regarding funding of enterprises (SMMEs and Cooperatives). Facilitate the alignment of all procurement policies to empower Cooperatives and SMMEs at provincial and local levels. Ensure proper implementation of incubation and skills development programme to sustain small business in the province. Manage the implementation of Departmental Risk Management policy. Collaborate with municipalities through their integrated development plans to develop and implement enterprise development programmes towards improved Local Economic Development. Manage the provision of technical support to the Province and municipalities during the implementation of Small Business Portfolio programmes within the districts / municipalities (DDM). Manage and ensure effective and efficient utilisation of the financial, human and physical resources of the Chief Directorate in line with the applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.

ENQUIRIES **:** Mr. R. E. Mofokane - Tel: (018) 388 5823

POST 22/467 : **CHIEF DIRECTOR – BUSINESS REGULATORY AND CONSUMER PROTECTION (BUSREG)**

SALARY : R1 554 696 per annum (Salary level 14) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.

CENTRE : Head Office – Mahikeng

REQUIREMENTS : An appropriate Bachelor's degree (NQF Level 7) in Business Administration / Business Management / LLB or equivalent qualification as recognised by SAQA. Postgraduate qualification(s) in the afore-mentioned field of study will be an added advantage. A minimum of 5 years' relevant experience at a senior management level or equivalent to SMS level from other sectors. Valid driver's license. Competencies: Financial management. Strategic capability and leadership. Programme and project management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. People management People management and empowerment. Client orientation and customer focus. Honesty and integrity.

DUTIES : Oversee an enabling regulatory environment that supports economic growth. Oversee compliance level on liquor licensing. Oversee compliance on business licensing. Oversee the programme adherence to the maintenance of effective and efficient transparent systems of financial management and effective management of risks. Oversee the contribution by the Business Regulations sector to job creation and regulation of informal businesses. Oversee implementation of economic programmes. Manage and implement consumer protection and regulatory strategies, administration of liquor and business regulation.

ENQUIRIES	:	Mr. R. E. Mofokane - Tel: (018) 388 5823
POST 22/468	:	**DIRECTOR – HUMAN CAPITAL MANAGEMENT**
SALARY	:	R1 317 384 per annum (level 13) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
CENTRE	:	Head Office – Mahikeng
REQUIREMENTS	:	An appropriate Bachelor's degree (NQF Level 7) in Human Resource Management / Public Administration / Public Management / Industrial Psychology or equivalent qualification as recognised by SAQA. A minimum of 5 years' relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Client focussed HR strategist. A thorough understanding of policy formulation and coordination. Proven experience in or through understanding Human Capital Management and broader talent management strategies. A good background in turnaround and change management strategies. Experience and insight into legislation that impacts on human resource practices and administration. A valid driver's license. Competencies: A result-driven, customer-focused approach, with excellent planning, organisational communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report-writing skills. People management. Financial management. Strategic planning. Project management. Change and knowledge management. Negotiation skills. Knowledge of Government systems (PERSAL).
DUTIES	:	Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Co-ordinate and integrate the service delivery programmes of the department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation.
ENQUIRIES	:	Mr. M. J. Matebesi - Tel: (018) 388 1335
POST 22/469	:	**DIRECTOR – CONSUMER PROTECTION**
SALARY	:	R1 317 384 per annum (level 13) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	An appropriate Bachelor's degree (NQF Level 7) in the related field as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. A valid driver's license. Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management and empowerment. Client orientation and customer focus. Communication skills. Honesty and integrity. Computer literacy.
DUTIES	:	Develop, implement and promote measures that ensure the rights and interests of consumers. Render consumer education and service delivery services. Provide for prohibition and control of unfair business practices in the interests and protection of consumers. Investigate consumer complaints. Render consumer affairs court services. Render consumer education and advisory services. Ensure compliance and enforcement of legislation related to commence.
ENQUIRIES	:	Ms. K. C. Taoana - Tel: (018) 388 5959
POST 22/470	:	**DIRECTOR: SUPPLY CHAIN AND FLEET MANAGEMENT**
SALARY	:	R1 317 384 per annum (level 13) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
CENTRE	:	Head Office - Mahikeng
REQUIREMENTS	:	An appropriate Bachelor's degree (NQF Level 7) in Supply Chain Management / Financial Management / Economic / Auditing or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Knowledge and experience in Supply Chain, Assets and Fleet management. Must be computer literate and must have worked on an enterprise resource planning (ERP) system. A valid driver's license. Competencies: Strategic capability and leadership. Programme and project management. An in-depth knowledge of applicable financial legislations and regulations, including exposure to Preferential Procurement Policy Framework Act (PPPFA), Broad-based black empowerment Act, Standards of Generally Recognised accounting Practice and the Public Finance Management Act. Knowledge and understanding of Government

imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be able to work under pressure.

DUTIES : Provide strategic direction, leadership and management regarding Supply Chain, Asset and Fleet Management functions. Develop, manage and execute the key strategic objectives and business plans of the Supply Chain, Asset and Fleet Management. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain, Asset and Fleet Management. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management systems.

ENQUIRIES : Ms. K. C. Molosiwa -Tel: (018) 388 5922

PROVINCIAL TREASURY

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan for the Department will be considered when filling vacant positions. It is our intention to promote representivity.

APPLICATIONS : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: N Marengwa, K Chuma, L Rapodile, or S Nage, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to be transmitted successfully, otherwise you will have to send more than one email. When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

CLOSING DATE : 10th July 2026

NOTES : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at https://www.dpsa.gov.za/newsroom/psvc/ Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least three contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such an evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. All shortlisted candidates, including SMS, shall undertake to 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 appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. 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 and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

POST 22/471 : **HUMAN RESOURCE PRACTITIONER REF NO: NWFIN/2026/01 (2 POSTS)**
Programme: Administration
Sub Programme: Corporate Services
Directorate: Human Resource Management and Development
Sub Directorate: HR Administration and Practices

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in HR/ Public Administration/ Social Sciences or equivalent NQF 6 qualification. Two (2) years' relevant experience in a recruitment environment as well as practical working PERSAL experience. PERSAL Introduction Certificate is compulsory. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Public Service such as, but not limited to Public Service Act, Public Service Regulations, Labour Relations Act, Employee Equity Act and any other relevant prescripts and policies guiding HR practices in Government. Analytical thinking, creative and innovative. Good communication and presentation skills. Computer and report writing skills. Ability to work under pressure. The ability to interpret and apply policies. Ability to conduct research. The ability to function independently and work as part of the team. Good interpersonal relations.
DUTIES : Implement Recruitment and Selection processes in the Department by advertising of vacant posts, selection and interviews. Implement and do personnel suitability checks and verification of qualifications. Implement personnel utilization and mobilization processes on PERSAL by implementing appointments, promotions, transfers, movements and relocations. Assist MMS and SMS with structuring of salary packages and implementation on PERSAL. Update basic information of employees on PERSAL. Request exit interview questionnaires and do exit interviews. Assist with the appointment of employees on development programmes. Address HR enquiries related to HR Practices.
ENQUIRIES : Ms N Marengwa Tel: (018) 388 3490

POST 22/472 : **COMMUNICATION OFFICER REF NO: NWFIN/2026/02**
Programme: Administration
Sub-Programme: Corporate Services
Sub Directorate: Communication Services

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or a Bachelor's Degree in Communications/ Public Relations/ Journalism or equivalent NQF 6 qualification. A minimum of two (2) years' practical experience in a communication environment. Candidates must demonstrate strong media liaison skills and have a solid understanding of government legislative frameworks. Experience in website content management, digital publishing, content management systems and the distribution of government information through digital platforms. Ability to work independently but also be a team player. Good interpersonal, communication, analytical ability, research, report writing, people, facilitation, and presentation skills. Computer literacy in MS Office packages. A valid Driver's license. The incumbent must be willing to travel extensively and work irregular hours.
DUTIES : Assist with management of public relations and promote departmental programs to the public. Handle media inquiries, Media Monitoring, write media advisories and media statements, plan for press conferences and management of media databases. Track daily news coverage and analyse public perceptions of the department. Manage official social media accounts, website content, and digital campaigns and articles for external newsletters. Capture high-quality photographs and coordinate video recordings during official events.
ENQUIRIES : Ms K Gill Tel: (018) 388 3584/ 1363

POST 22/473 : **HARDWARE TECHNICIAN REF NO: NWFIN/2026/03 (2 POSTS)**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Information Communication Technology

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or advanced certificate in IT or equivalent NQF 6 qualification. A bachelor's degree in IT (NQF7) will be an added advantage as well as the following certificates: A+, N+ CISCO & CCNA. A minimum of two (2) years' relevant practical experience in an IT environment. A valid driver's license. It will be expected that the official will travel. Infrastructure technology and software configuration requirements. Network operating systems. Knowledge of methods, tools and equipment used in computer testing, repairs and maintenance. Troubleshooting skills and experience in Microsoft platforms. Knowledge of Entra-ID and Windows/Linux Platform. Good telephone etiquette. Report Writing skills, problem solving skills, project management skills, and team player.
DUTIES : Attend and Resolve Information Technology related action requests. Attend and resolve network related calls immediately. Initiate and participate in ICT projects and implementation of projects within timelines i.e. M365 or any 4IR technology. Render information security, back-up, and recovery. Conduct user awareness workshops. Perform hardware and software audits. Ensure efficient and timeously communication with officials regarding Incidents and logged calls.
ENQUIRIES : Ms K. Gill Tel: (018) 388 3584/1363

POST 22/474 : **SENIOR MANAGEMENT ACCOUNTANT REF NO: NWFIN/2026/04**
Programme: Administration
Sub-Programme: Financial Management
Sub Directorate: Management Accounting Services

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Finance/ Cost and Management Accounting/ Accounting or equivalent NQF 6 qualification. A minimum of two (2) years' relevant experience in a budget management environment. Sound analytical thinking and problem-solving skills. Good communication (verbal and written) and interpersonal skills. Creative and innovative skills. Ability to work independently and in a team. Sound Report writing. Compliance with deadlines. Ability to work under pressure with minimum errors. Extensive knowledge of Budget Process, Budget Management, Revenue management, Expenditure Management, Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – MS Power Point, Word and Excel. In-debt knowledge of Government systems (BAS, Walker and Vulindlela) will be an added advantage.
DUTIES : Consolidate, check, collect and prepare financial supporting information for completion of the budgeting process (MTEF). Coordinate the process of management and monitoring of cashflow, budget, revenue and expenditure (departmental spending) and report on budget deviations (variances) and report to the Manager on a regular basis. Facilitate the process of loading of Departmental budget (MTEF), adjustment budget estimates (AEPRE), prepare requests of budget shifts/virement, and any roll-over in the BAS System. Monitor any underspending/ overspending of budget and expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In- Year Monitoring (IYM) monthly and quarterly reports and submit them to the Manager for checking. Supervise and assess performance of sub-ordinates and the departmental budget queries.
ENQUIRIES : Ms. A Makgopa Tel: (018) 388 1066

POST 22/475 : **SENIOR ASSET MANAGEMENT OFFICER REF NO: NWFIN/2026/05**
Programme: Administration
Sub-Programme: Financial Management
Sub Directorate: Asset Management

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in SCM/ Logistics Management/ Asset Management/ Finance or equivalent NQF 6 qualification with two (2) years' experience. A Degree (NQF 7) will be an added advantage. Ability to interpret and apply policies. Analytical and innovative thinking. Research, Report writing, Workshop presentation and facilitation. Adaptability during changes to meet the goals. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Public Service Act, Public Service Regulations, Employment Equity Act, Skills Development Act, Basic

Conditions of Employment Act, Labour Relations Act, Promotion of Access of Information Act, Medium Term Strategic Framework, Government Financial Systems. Valid drivers' license. It will be expected of the official to travel

DUTIES : Update and maintain the assets and database register. Conduct and control the movements of assets. Identify surplus, obsolete, and underperforming assets. Maintain a disposal plan, supervision and staff management, Loss Control and Risk management. Perform general supervision.

ENQUIRIES : Mr KO Molamu Tel: (018) 388 3240

POST 22/476 : **SENIOR SCM OFFICER REF NO: NWFIN/2026/06 (2 POSTS)**
Programme: Administration
Sub-Programme: Financial Management Services
Sub Directorate: Logistics Management

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in SCM or Logistics Environment/ Advanced Procurement Management or equivalent NQF 6 qualification. As a minimum two (2) years relevant experience in a SCM environment. Knowledge of Walker System. Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure. Ability to work independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, flexibility, change/diversity management and supervision skills.

DUTIES : Sending purchase orders to suppliers. Manage the 0 - 9 files and follow-up with suppliers on outstanding stock. Manage the delivery of goods and services (quality, quantity and correctness). Prepare order batches for payments. Filling and record keeping of receipts and vouchers. Ensure that all purchases are made according to existing delegations. Liaise with suppliers to track and expedite open orders and address discrepancies, ensuring effective resolution of any procurement issues. Compile and submit monthly and quarterly reports. Ensure processing of invoices within 30 days. Supervise the receive and dispatch section. Personnel supervision and performance assessment.

ENQUIRIES : Mr T Tsotetsi Tel: (018) 388 2589

POST 22/477 : **SENIOR STATE ACCOUNTANT – CREDITORS PAYMENT REF NO: NWFIN/2026/07**
Programme: Administration
Sub-Programme: Financial Management Services
Sub Directorate: Logistics Management

SALARY : R413 001 – R486 501 per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in SCM or Logistics Environment/ Advanced Procurement Management or equivalent NQF 6 qualification. As a minimum two (2) years' relevant experience in a SCM/ Creditors Payment environment. Knowledge of Walker System. Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, change/diversity management and supervision skills.

DUTIES : Implement effective supply chain management procedures and policies. Verify compliance of payment vouchers before processing. Authorize creditors' payments on the system. Facilitate processing of creditors payments within 30 days. Respond to queries arising from creditors reconciliation. Authorize submitted claims on the procurement system. Administration of Petty Cash. Reconciliation of contract payments. Register and keep record of all incoming and outgoing payment vouchers. Preparation and submission of monthly and quarterly reports. Personnel supervision and their performance assessment.

ENQUIRIES : Mr T Tsotetsi Tel: (018) 388 2589

POST 22/478 : **SENIOR SCM OFFICER REF NO: NWFIN/2026/08**
Programme: Administration
Sub-Programme: Financial Management
Sub Directorate: Demand and Acquisition Management

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or advanced certificate in SCM/ Logistics Management/ Finance/ Accounting or equivalent NQF 6 qualification. As a minimum two (2) years relevant experience in a SCM/ Demand/ Acquisition environment. Knowledge of RT contracts (transversal contracts). Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, change/diversity management and supervision skills.

DUTIES : Conducting of total needs assessment. Ensure compliance of requisition in line with departmental policies. Facilitate the secretariat services to the departmental SCM bid committees. Determination of procurement methods and specifications for procurement goods or service and IT related procurement. Facilitate payments of all invoices for RT contracts and related procedures. Compilation of the procurement and demand plans. Monitor implementation and reporting of procurement and demand plans. Facilitate reporting of SCM information at relevant reporting dates. Review sourcing strategies and recommend ways to improve implementation of section 217 of the RSA constitution. Supervise the unit.

ENQUIRIES : Mr T Mkhize Tel: (018) 388 4060

POST 22/479 : **SENIOR STATE ACCOUNTANT REF NO: NWFIN/2026/09**
Programme: Administration
Sub-Programme: Financial Management Services
Sub Directorate: Salary Management (Claims Payments and Reconciliation)

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. Minimum of two (2) years relevant experience in a salary management or Claims, Payments and Reconciliation environment. An NQF 7 qualification will be an added advantage. A PERSAL Certificate for PERSAL Introduction is compulsory. Knowledge of Public Finance Management Act (PFMA), Treasury regulations. Financial Manual, Basic Conditions of Employment Act and Guide on Managing Departmental Debt. Computer literacy – Word, Excel and PowerPoint are important. Working knowledge of government systems (BAS, Walker, PERSAl) will be an added advantage. Job Knowledge, Communication, Interpersonal relations. Flexibility and Teamwork. Computer skills, planning and organization and communication (written and verbal) skills. Conflict management skills. Self-driven and results orientated, should be able to deliver under pressure.

DUTIES : Supervise and undertake more complex implementation of relevant legislation, policies, procedures and regulations related to Debtors and Expenditure. Reconcile all Salary Control accounts appearing on the Department's Suspense account. Check remunerated leave gratuities and leave discounting payments and check leave gratuity calculations before they are captured on PERSAL for payments. Check and assist with all salary recons. Check that all Accounts are cleared with journals on a monthly basis. Ensure all Take-On-Debts are done and make follow-up on all long outstanding debts. Compile interdepartmental claims. Make sure that all salaries are recalled and reversed. Provide regular reports regarding work progress within the unit. Provide input and recommendations to the supervisor on work-related matters. Participate in policy development and maintenance as well as unit wide projects. Supervision of subordinates.

ENQUIRIES : Ms G Molamu Tel: (018) 388 3260

POST 22/480 : **ETHICS OFFICER REF NO: NWFIN/2026/10**
Programme: Administration
Sub-Programme: Management Support
Sub Directorate: Enterprise Risk and Integrity Management

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Risk Management / Ethics or Integrity Management / Internal Audit / Finance or Accounting, or equivalent NQF 6 qualification. A minimum of two (2) years' relevant experience in an Ethics / Integrity Management environment. Certified Ethics Officer Certification will be an added advantage. Conversant with the Public Service Act and Public Service Regulations. Conversant with the Public Administration Management Act. Conversant with the Protected Disclosure Act and Regulations Relating to Protected Disclosures. Conversant with the Prevention and Combating of Corrupt Activities Act. Conversant with the Public Service Code of Conduct. Conversant with Directives on Other Remunerative Work Outside the Public Service, Financial Disclosures and Conducting Business with an Organ of State. Excellent

interpersonal skills and stakeholder relations management. Good coordination and facilitation skills.

DUTIES : Process applications to conduct other remunerative work as prescribed. Manage declaration of gifts. Support designated officials on financial disclosures, conduct verification and prepare verification reports. Arrange and facilitate training and awareness workshops on the Public Service Code of Conduct, gifts, financial disclosures, lifestyle audits, other remunerative work outside public service and conducting business with an organ of state. Perform administrator functions on the financial disclosure system, gifts register, other remunerative work register, and case management register. Perform administrative support services to the Ethics Committee including being the secretariat of the committee. Confidential data handling and record keeping. Advice staff on ethical matters. Perform administrative functions as delegated.

ENQUIRIES : Mr O.I Thwane Tel: (018) 388 1307

POST 22/481 : **SENIOR STATE ACCOUNTANT (NGA) REF NO: NWFIN/2026/11**
Programme: Financial Governance
Sub-Programme: Accounting Services
Directorate: Transversal Accounting & Support

SALARY : R413 001 –R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting, or equivalent NQF level 6 qualification. A Degree Qualification or NQF level 7 will be an added advantage. Minimum of two (2) years' relevant experience in Public Finance. Sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Walker Financial Management System, Public Service Act and Public Service Regulations. Problem-solving, conflict and change management, Client orientation and customer focus. The successful candidate should have ability to work independently and within a dynamic team. Ability to facilitate workshops / training. ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity are important.

DUTIES : Facilitate the implementation of systems and processes to ensure integrity of financial data. Assess and report on compliance with accounting related legislative requirements. Facilitate the provision of all financial information on all operational aspects of Traditional Councils. Perform reconciliation between the cash book and the bank statement. Clear unreconciling items and the suspense account. Prepare relevant journals. Perform manual reconciliation of investments and prepare relevant investment journals. Maintain proper document control over all bank reconciliations and bank related supporting documentation. Review statement of receipt and payments from Traditional Authorities against information in the Walker system.

ENQUIRIES : Mr. R Soofie / Mr. M Legodi Tel: (018) 388 3266/4312

POST 22/482 : **INTERNAL AUDITOR REF NO: NWFIN/2026/12 (7 POSTS)**
Programme: Financial Governance Services
Sub-Programme: Internal Audit
Directorate: Risk Based Audits

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Accounting/ Auditing or equivalent NQF 6 qualification. As a minimum two (2) years' relevant experience in risk-based auditing. A postgraduate degree or a professional qualification/ designation such as Internal Audit Technician or Professional Internal Auditor or General Internal Auditor or Certified Internal Auditor or Chartered Accountant will be an added advantage. Knowledge of the Global Internal Audit Standards (GIAS), PFMA, Treasury Regulations and Internal Audit Methodology. A valid driver/s license is a necessity. Will be required to travel. A good understanding of Government processes and the role and function of internal audit in the public sector. Report writing and communication skills. The ability to work in a team. Computer literacy. Time Management. Identification of appropriate and value adding audit criteria and root causes.

DUTIES : Identify and collect information relevant to the activity under review, the audit objectives and audit scope, document the system description and assist with the identification of risk and related controls that address risk. Provide input into the drafting of auditing programs. Execute approved audit programs. Manage the performance of assigned work within the required timeframe and budget. Document audit findings, including appropriate root cause identification and recommendations and assist/support with the discussions of the findings. Ensure that work performed fully complies with the GIAS and Quality Assurance Improvement Program of the unit. Respond to coaching notes. Keep time records. Give guidance to junior team members. Perform PMDS requirements.

ENQUIRIES : Mr A Nel Tel: (018) 388 1616

POST 22/483 : **SENIOR NORMS AND STANDARDS PRACTITIONER REF NO: NWFIN/2026/13 (3 POSTS)**
Programme: Financial Governance
Sub-Programme: Norms and Standards
Sub Directorate: Monitoring and Compliance

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Finance/Accounting, or equivalent NQF 6 qualification. NQF 7 will be an added advantage. Minimum of two (2) years' relevant experience in an accounting or auditing environment. Must have a valid driver's license as it will be required to travel. Having completed articles will serve as an advantage. A thorough knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practise Standards, Modified Cash Standards and International Financial Reporting Standards. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Client orientation and customer focus. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Ability to work under pressure. Proven leadership qualities with strong strategic and operational thinking. High level of integrity.
DUTIES : Rendering the following support to the North West Provincial Departments, Legislature and State-Owned Entities: financial accounting functions, audit related functions, compliance related functions within the finance divisions, assisting with strengthening internal controls, providing support on all audit related issues, evaluating and reviewing Post Audit Action Plans. Provide advice and reviews on the preparation and submission of interim and annual financial statements. Advise Departments and Public Entities on compliance matters, including unauthorised, irregular and fruitless and wasteful expenditure, and conduct technical reviews on Irregular Expenditure condonation submissions to the Provincial Treasury. To perform any other duties that might be expected from time to time.
ENQUIRIES : Mr R Soofie Tel: (018) 388 3266

POST 22/484 : **BUDGET ANALYST REF NO: NWFIN/2026/14 (2 POSTS)**
Programme: Sustainable Resource Management
Sub-Programme: budget Management
Directorate: Budget Management

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Commerce/ Financial Management / Accounting or equivalent NQF 6 qualifications. A minimum of two (2) years' relevant experience in financial management/accounting, budget and expenditure management, compilation, monitoring, analysis and reporting environments. NQF 7 will be an added advantage. Must have a valid driver's license as travelling will be required. Conversant with the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA). Acquainted with Budget and Expenditure Management, Accounting and Reporting. Knowledge on Government systems (BAS, Walker, PERSAL, Vulindlela) would be an added advantage. Computer Literacy in Excel, Word, PowerPoint. Sound analytical, problem solving, effective oral and writing skills.
DUTIES : Assist with the evaluation of the MTEF budget submissions of the Provincial Departments and Public Entities. Assist with the Provincial Main and Adjustment Appropriation processes, prior to final provincial allocations and its alignment with the Provincial Fiscal Framework. Receive and check the Departmental Budget submissions to ensure that they are numerically accurate as per Financial System (BAS), Budget Allocations. Appropriation Statements, DoRA, etc. Draw monthly budget and expenditure reports from the Financial System (BAS), PERSAL and Vulindlela and update the required Budget and Expenditure Tables and Models. Analyse and prepare reports on the monthly and quarterly In-Year Monitoring (IYM), Section (40) submissions received on budgets and expenditure trends of Provincial Departments and Public Entities. Monitor and report on all national Conditional Grants received and their corresponding expenditure. Check and verify that the budget and expenditure items are correctly categorized according to their economic classifications. Provide financial management support to the departments with respect to planning, budgeting, reporting, relevant legislation, policies and other financial processes. Perform generic administrative functions.
ENQUIRIES : Mr. N. Sidumo/ Mr. E. Abrahams Tel: (018) 388 2227/ 388 3709

POST 22/485 : **BUDGET ANALYSTS REF NO: NWFIN/2026/15 (3 POSTS)**
Programme: Sustainable Resource Management

Sub-Programme: Public Finance
Directorate: Public Finance

SALARY : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Commerce/ Financial Management / Accounting or equivalent NQF 6 qualifications. A minimum of two (2) years' relevant experience in financial management/accounting, budget and expenditure management, compilation, monitoring, analysis and reporting environments. NQF 7 will be an added advantage. Must have a valid driver's license as travelling will be required. Conversant with the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA). Acquainted with Budget and Expenditure Management, Accounting and Reporting. Knowledge on Government systems (BAS, Walker, PERSAL, Vulindlela) would be an added advantage. Computer Literacy in Excel, Word, PowerPoint. Sound analytical, problem solving, effective oral and writing skills.
DUTIES : Draw monthly budget and expenditure reports from the Financial System (BAS), PERSAL and Vulindlela and upload, update the required Budget and Expenditure Tables and Models. Assist to consolidate the Provincial Main and Adjustment Appropriation processes and its alignment with the Provincial Fiscal Framework. Receive and check the Departmental Budget and Expenditure submissions to ensure that they are numerically accurate as per Financial System (BAS), Budget Allocations and Appropriation Statements, DoRA, etc. Verify that the budget and expenditure items are correctly categorised according to their economic classifications. Verify both sections (32) and (40) information to ensure synergy with Provincial IYM submissions. Monitoring and reporting on all National Conditional Grants received and their corresponding expenditure. Compile personnel analysis reports of provincial departments. Report on departmental earmarked funds, virements and shifts in the system to ensure that they are in line with legislative requirements. Maintain and ensure proper management of financial data and records. Perform generic administrative functions.
ENQUIRIES : Mr. N. Sidumo/ Ms. B. Moalosi Tel: (018) 388 2227/ 388 3999

POST 22/486 : **ADMINISTRATION OFFICER REF NO: NWFIN/2026/16**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Records Management

SALARY : R338 10 – R398 277. per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in Records Management OR a National Diploma/ Advanced Certificate in Public Administration/Information Management/Records Management/Library Management with one (1) year relevant experience in Records Management. Knowledge of Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work range and procedures governing the records management service such as National archives and records services of South Africa Act. Promotion of access to information Act. Public finance management Act. Protection of personal information Act. The Electronic Communications and Transactions Act. Ability to interpret and apply policies. Analytical and innovative. Report writing, workshop presentation and facilitation. Computer literacy and good communication skills. Ability to function independently and work as part of the team.
DUTIES : Managing the administration of general records and ensuring effective running of records management. Ensure proper disposal of departmental records, archiving or destruction. Management of messenger services and handling of correspondence and mail. Ensure recording of newly opened and closed files according to the approved file plan. Safe keeping and proper filling of records. Ensure implementation of records Management Policy and registry procedure manual. Management of KPA's of subordinates.
ENQUIRIES : Mr M Kgalapa Tel: (018) 388 4356

POST 22/487 : **ASSET MANAGEMENT OFFICER REF NO: NWFIN/2024/17**
Programme: Administration
Sub-Programme: Financial Management
Sub Directorate: Asset Management

SALARY : R338 106 - R398 277.per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in Asset Management / SCM OR a National Diploma/ Advanced Certificate in SCM/ Logistics Management/ Asset Management/ Finance with one (1) year relevant experience in Asset Management / SCM. Ability to interpret and apply policies. Analytical and innovative thinking. Research, Report writing, Workshop

presentation and facilitation. Adaptability during changes to meet the goals. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Public Service Act, Public Service Regulations, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Promotion of Access of Information Act, Medium Term Strategic Framework, Government Financial Systems. A valid driver's license as it will be required to travel.

DUTIES : Update and maintain the assets and database register. Conduct and control the movements of assets. Identify surplus, obsolete and underperforming assets. Maintain a disposal plan.

ENQUIRIES : Mr K Molamu Tel: (018) 388 3240

POST 22/488 : **SCM OFFICER REF NO: NWFIN/2026/18 (2 POSTS)**
Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Logistics Management

SALARY : R338 106 – R398 277.per annum)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in SCM/ Logistics Management OR a National Diploma/Advance Certificate in SCM/Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience SCM/ Logistics Management. Knowledge of procurement systems (i.e. Walker, Logis). Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analytical skills.

DUTIES : Receive and capture requisitions on procurement system. Ensure that orders are generated in line with the correct SCOA allocations. Generate purchase orders from suppliers. Verify compliance with procurement documents before generating orders. Administration of invoices for payment. Keep registers and records of orders and submit to receive and dispatch. Attend to internal stakeholders and suppliers' inquiries.

ENQUIRIES : Mr T Tsotetsi Tel: (018) 388 2589

POST 22/489 : **SCM OFFICER (CREDITORS PAYMENT) REF NO: NWFIN/2026/19**
Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Logistics Management

SALARY : R338 106 – R398 277.per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in SCM/ Logistics Management OR a National Diploma/Advance Certificate in SCM/Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience in SCM/ Logistics Management. Knowledge of procurement systems (Walker, Logis), Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills.

DUTIES : Facilitate processing of creditors' payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Capture invoices on the procurment system. Prepare and submit paid batches for filling. Respond to queries arising from creditors reconciliation. Process payment of salary related issues. Verify submitted claims for compliance and process them accordingly on the procurement system. Register and keep record of payment batches.

ENQUIRIES : Mr T Tsotetsi Tel: (018) 388 2589

POST 22/490 : **TRANSPORT OFFICER REF NO: NWFIN/2026/20**
Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Logistics Management

SALARY : R338 106 – R398 277.per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in Transport/ SCM/ Logistics Management OR a National Diploma/Advance Certificate in Transport/ SCM/ Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience in Transport/ SCM/ Logistics Management. Valid driver's license as it will be required to travel.

Willingness to work extended hours. Supervisory, Analytical, Good Financial Management Skills. Computer Literacy (MS Office packages). Communication (written and verbal) at all levels. Good interpersonal skills. Planning and organizing skills. Ability to work independently, but also part of a team. Ability to work under pressure. Ability to gather and analyse information. Flexibility and reliability. Conflict management.

DUTIES : To provide day-to-day management of vehicles in terms of usage and maintenance. Ensure that log sheets are controlled and completed for all official trips. Keep vehicle maintenance schedules and coordinate maintenance requirements. Provide management with information on vehicle performance. Compile accident reports and make follow-ups. Process transport payments. Supervise transport clerks and drivers. Coordinate travel of fleet. Assist with acquisition and management of subsidized vehicles. Process fuel claims. Assist with monitoring of Service Level Agreement. Monitor compliance with transport policy and advise accordingly.

ENQUIRIES : Mr T Tsotetsi Tel: (018) 388 2589

POST 22/491 : **SCM OFFICER REF NO: NWFIN/2026/21 (2 POSTS)**
Programme: Administration
Sub-Programme: Financial Management
Directorate: Demand and Acquisition Management

SALARY : R338 106 – R398 277.per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in SCM/ Logistics/ Demand/ Acquisition/ Procurement Management OR a National Diploma/Advance Certificate in SCM/ Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience in SCM/ Logistics/ Demand/ Acquisition/ Procurement Management. Knowledge of RT contracts (transversal contracts). Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, change/diversity management and supervision skills.

DUTIES : Ensure compliance of requisition in line with departmental policies. Provide effective and efficient contract management. Prepare and provide sectional reports and submit to the supervisor. Ensure effective management and commitment. Assist with Bid-Administration. Provide support to departmental bid committees. Perform other work-related functions as required by your supervisor or manager.

ENQUIRIES : Mr T Langa / Mr T Mkhize Tel: (018) 388 1064/ 4060

POST 22/492 : **STATE ACCOUNTANT REF NO: NWFIN/2026/22**
Programme: Administration
Sub Programme: Financial Management
Sub Directorate: Financial Accounting and Bank Management

SALARY : R338 106 – R398 277.per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma / Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. NQF 7 will be an added advantage. A minimum of one (1) year relevant experience in Accounting/ Finance. Knowledge of Public Sector Reporting Framework for the preparation of financial statements, financial controls, Public Sector Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – Word, Excel and PowerPoint important. Knowledge of Government systems (BAS, Walker, PERSAL) will be an added advantage. Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently.

DUTIES : To render Financial Accounting Services related to Debtors, Creditors, Revenue and Expenditure. Responsible for the capturing of revenue. To assist the supervisor with the timeous and accurate closure of month-end and year-end BAS processes. To assist with the preparation of the monthly accounting reconciliations, checks and balances. Perform/authorize daily financial accounting system operational functions. To check and monitor S&T claims for validity, accuracy and completeness. Check the daily bank statements. Ensure compliance with Public Sector reporting framework, accounting policies, procedures and PFMA. Supervise

and assess performance of sub-ordinates. Assist in compilation of sections in the Interim and Annual Financial Statements.

ENQUIRIES : Ms R. Letsogo Tel: 018 388 3247

POST 22/493 : **PAYROLL OFFICER REF NO: NWFIN/2026/23**
Programme: Administration
Sub Programme: Financial Management
Directorate: Salary Administration

SALARY : R338 106 – R398 277.per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in Salary Management OR a National Diploma/Advance Certificate in HRM/ Finance/ Accounting (or equivalent NQF 6 qualification) with one (1) year relevant experience in Salary Management. A Persal certificate in Introduction to Persal is compulsory. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations. Computer literacy. Working knowledge of government systems (BAS, Walker, Persal) will be an added advantage. Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Ability to work independently and in a team. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently.
DUTIES : To provide salary payments and deductions services. Payment of travel and subsistence claims and other salary related claims. Ensure that unauthorized expenditure with respect to Persal is effectively prevented. Perform bi-annual and annual tax reconciliation on staff remuneration and liaise with SARS on all PAYE matters. Assist with payroll certification processes. Safe keeping, maintenance and disposal of salary records and files.
ENQUIRIES : Mr. Joseph Mokgadi Tel: 018 388 5691

POST 22/494 : **STATE ACCOUNTANT (NGA) REF NO: NWFIN/2026/24 (2 POSTS)**
Programme: Financial Governance
Sub-Programme: Accounting Service
Directorate: Transversal Accounting and Support

SALARY : R338 106 – R398 277.per annum)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Finance/Accounting or equivalent NQF level 6 qualification. A minimum of one (1) year relevant experience in Public Finance. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Walker Financial Management System, Public Service Act and Public Service Regulations. The successful candidate should have ability to work independently and within a dynamic team. Ability to assist in the facilitation of workshops, sound analytical and problem-solving skills, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.
DUTIES : Receive and capture manual revenue and expenditure cash books of Traditional Authorities. Capture rectifying journals on Walker system. Reconcile deposits and payments in the cashbooks to the bank statement. Ensure correct allocation of grants/salaries to the cashbooks. File posted cash books and journals.
ENQUIRIES : Mr. R Soofie Tel: (018) 388 3266

POST 22/495 : **STATE ACCOUNTANT REF NO: NWFIN/2026/25 (2 POSTS)**
Programme: Financial Governance
Sub-Programme: Accounting Services
Sub Directorate: Accounting Compliance

SALARY : R338 106 – R398 277.per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Finance / Accounting or equivalent NQF 06 qualification. A Degree Qualification or NQF 07 will be an added advantage. A minimum of one (1) year relevant experience in a Public Finance/ Administration environment. Sound knowledge on the application and understanding of PERSAL, BAS and Walker systems, Standard Chart of Accounts (SCOA), Public Finance Management Act (PFMA), Treasury Regulations, Skills Development Act and Income Tax Act. Sound working knowledge of the PAYE Reconciliation process and ability to solve complex tax matters. Sound analytical and problem-solving skills. Client orientation and customer focus. Ability to work independently and within a dynamic team. Ability to assist in the facilitation of workshops, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.

DUTIES : Distribution of Persal Salary report and payments schedules from the computer room. Provide financial information on all operational aspects of (PMG) bank accounts of departments and trading entities. Assess and report on compliance with accounting related legislative requirements. Assist departments with Bi-Annual, Year-End and revised tax reconciliation. Render effective filing and records management services.

ENQUIRIES : Mr J Khambule Tel: (018) 388 4348

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

OTHER POSTS

POST 22/496 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE) (MEDICAL AND MEDICAL ANCILLARY)**
West Coast Health District

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Vredendal Hospital, Matzikama Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Family Medicine. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Inherent requirements of the job: Valid driver's license (Code B/EB). Willing to render Commuted Overtime duties at the Hospital. Willingness to work at the PHC Clinics in the Sub-district. Competencies (knowledge/skills): Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting and on Hospital level. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills and the ability to work in a high stress environment. Basic computer skills in MS Word, Excel, and Outlook.

DUTIES : (key result areas/outputs): Clinical Governance and clinical guidance to facility managers at the Hospital and Clinics. Clinical service provision and clinical managerial tasks with regards to medical and allied health staff. Clinical service provision at Specialist level in Family Medicine, sub-specialities and Emergencies. Training of students, community service staff, Medical Officers and Allied Health staff and appropriate research in Family Medicine. Assist Manager: Medical Services with HR and financial resource management duties.

ENQUIRIES : Dr ECT Ockhuis, tel. no. (027) 213-2038/6

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

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

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/497 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
(3-Year Contract)
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum

Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Department of Psychiatry

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Psychiatry. **Grade 3:** A Minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognized Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Psychiatry. Inherent requirement of the job: Valid Driver's licence. Willingness to travel. Willingness to participate in the after-hours duty roster. Competencies (knowledge/skills): Specialist knowledge in the assessment and management of general adult psychiatry conditions including emergency psychiatry and eating disorders. Knowledge of eating disorders and obesity (bariatric) psychiatry. Advanced clinical knowledge and skills in adult psychiatry. Administration of electroconvulsive therapy. Clinical governance and service planning. Teaching and supervision of health professionals at multiple levels. Evidence-based practice and research methodology. Strong communication and interpersonal skills. Ability to lead, supervise, and work in multi-disciplinary teams. Professional resilience and adaptability. Commitment to Batho Pele principles and WCG values: Caring, Competence Accountability, Integrity, Innovation, Responsiveness. Demonstrated expertise in the management of eating disorders and bariatric psychiatry.

DUTIES : (key result areas/outputs): Provide high-quality specialist psychiatric clinical services to adult patients across inpatient, outpatient, liaison, eating disorder, and bariatric psychiatry services. Support safe, efficient, and ethical service delivery by participating in clinical governance activities, service planning, and quality-improvement initiatives within the department. Deliver structured teaching and supervision to undergraduate students, registrars, medical officers, and other health professionals to support training and clinical competence. Participate in academic activities and contribute to research relevant to psychiatry, including supervision, publication, and continuing professional development.

ENQUIRIES : Dr A Oosthuizen, tel.no. (021) 402-6552 or email: Almero.Oosthuizen@westerncape.gov.za

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

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

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/498 : **MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (PSYCHIATRIC AND MEDICAL SERVICES)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (code B/EB) driver's licence. Willingness to participate in after-hours duties when required. Willingness to provide outreach with-in the Hospital catchment area and Ecosystem framework. Competencies (knowledge/skills): Competencies in the clinical assessment and management of

child and adolescent mental disorders. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in delivering clinical services to children and adolescents.

DUTIES : (key result areas/outputs): Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment area and Ecosystem Framework. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.

ENQUIRIES : Ms M Jacobs, tel. no. (021) 370-1314

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

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

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/499 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A**
Directorate: Infrastructure Programme Delivery

SALARY : R1 317 108 per annum (A portion of the package can be structured accordingly to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: National Higher Diploma, B Tech, Degree, Honors Degree in a Built Environment field. Registration with a professional council: Registered as a Professional Construction Project Manager (Pr CPM) with South African Council for the Project and Construction Management Professions (SACPCMP). Experience: Six years post qualification experience required. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, stay overnight on occasion and occasionally, nationally (if required). Competencies (knowledge/skills): Programme and project management. Project and professional judgement. Legal and operational compliance - relevant Built Environment and related legislation and prescripts. Creating high performance culture. Strategic capability and leadership. Problem solving and analysis decision making. Financial management. Customer focus and responsiveness communication. Computer skills (Microsoft Office) People management. Planning and organising Conflict management Change management. Contract management–various types and forms of construction contracts, with a focus on New Engineering Contract (NEC).

DUTIES : (key result areas/outputs): Infrastructure Programme and Project Planning in line with Infrastructure Delivery Management System (IDMS). Infrastructure Programme and Project Implementation and Monitoring Infrastructure Project Commissioning Infrastructure Programme and Project Evaluation Research/best practice to keep up with new technologies, viability and feasibility of the building asset management options and innovations for the Department including interaction with relevant stakeholders and professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.

ENQUIRIES : Mr G Graham, email: Gavin.Graham@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/500 : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant

experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the ability to work after-hours. Willingness to travel to drainage hospitals for outreach work. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care to manage a large labour ward at regional hospital level. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Candidates should be able to do a basic gestational ultrasound scan. Computer literacy in MS Office mandatory.

DUTIES : (key result areas/outputs): Provide expert clinical management of all non-acute and emergency O&G cases within the department, including labour ward and gynaecology units. Lead the care of critically ill patients, including advanced resuscitation and stabilisation. Supervise, mentor, and teach medical students, interns, and midwifery staff. Ensure efficient administration of clinical services, including medico-legal responsibilities. Provide guidance and leadership towards the realisation of strategic goals and objectives of the department. Participate in the termination of pregnancy program in line with legislation and best practice. Promote cost-effective clinical care by optimising the use of laboratory services, blood products, medications, consumables, and equipment.

ENQUIRIES : Prof GS Gebhardt, tel. no. (021) 938-4638

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

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

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/501 : **MEDICAL OFFICER GRADE 1 TO 3 (3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Khayelitsha CHC (1 post),
Michael Mapongwana CDC (1 post)
Mfuleni CDC (1 post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1**: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified

employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's licence. Willingness to perform COT at Khayelitsha CHC (24hr Emergency Centre). Willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure. Competencies (knowledge/skills): Knowledge of all relevant South African treatment guidelines (incl but not limited to PACK & Child PACK guidelines/IMCI/STG and EDL, latest TB and HIV care guidelines). Ability and willingness to do COT at Khayelitsha CHC with valid emergency courses (BLS, ACLS, ATLS). Ability and willingness to do outreach services to clinics throughout the Khayelitsha/Eastern Sub-structure, guiding health care colleagues in managing difficult PHC cases. Computer literacy (MS Excel, Word, Outlook etc.) and good communication, good interpersonal, organizational and teamwork skills.

DUTIES : (key result areas/outputs): Provide quality outpatient care to patients in Khayelitsha/Eastern Sub-structure Primary Health Care facilities. Provide emergency care to patients at 24hr Emergency Centre. Provide an outreach and support service to PHC facilities in the Khayelitsha/Eastern Sub-structure. Provide an efficient administration service regarding clinical and non-clinical matters. Relevant administration as required for Medical Legal purposes. Ensure a cost-effective service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Khayelitsha/Eastern Sub-structure facilities as required.

ENQUIRIES : Dr L Wagner, tel. no. (021) 360- 5200

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

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

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/502 : **MEDICAL OFFICER GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. -**Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Commuted overtime contract is compulsory, as well as willingness to work after-hours. Willingness to travel throughout the district. Willingness to perform termination of pregnancy. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory. Diploma in either Child Health, HIV, PEC, Psychiatry, Obstetrics and Anaesthesia. Excellent time management.

DUTIES : (key result areas/outputs): Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide and efficient administration service

regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr JB van Jaarsveld, tel. no. (044) 604 - 6102

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

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

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/503 : **MEDICAL OFFICER GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Helderberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, who are not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, who are not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, who are not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness and ability to work commuted overtime, including nights, weekends, and public holidays. Willingness to work across all clinical domains within the hospital, including emergency centre, wards, maternity, pediatrics, and surgical services. Willingness and ability to travel for outreach and service support across the Helderberg Hospital health ecosystem. Ability to manage a high clinical workload and make independent decisions within scope of practice. Competencies (knowledge/skills): Ability to function as a generalist clinician across adult medicine, pediatrics, obstetrics, emergency care, and basic surgical conditions. Ability to assess, triage, stabilise, and initiate management of acutely ill and undifferentiated patients. Competence in managing chronic diseases and multimorbidity in a resource-constrained environment. Ability to perform essential bedside procedures appropriate to level of care. Ability to recognise clinical limits and escalate appropriately in line with clinical governance pathways. Competence in rational prescribing, medication reconciliation, and management of polypharmacy, including palliative care. -Commitment to patient safety, continuity of care, and person-centered clinical decision-making. Ability to communicate effectively in complex or high-pressure situations and maintain accurate medico-legal documentation. Ability to work collaboratively within multidisciplinary teams across hospital and primary care interfaces. Resilience and ability to function under pressure in a high-volume clinical environment Digital literacy (eCCR, SPV, ECM, HECTIS, MS Office).

DUTIES : (key result areas/outputs): Provide clinical care across outpatient, inpatient, and emergency settings. Manage acute and chronic conditions, including undifferentiated presentations. Perform minor procedures appropriate to level of care. Identify clinical deterioration, initiate stabilization, and ensure appropriate referral or escalation. Ensure continuity of care across clinical interfaces. Provide after-hours and weekend clinical cover across all departments. Participate in ward rounds, admissions, inpatient management, and discharges. Maintain high standards of clinical documentation and handover. Provide clinical outreach and

support to facilities within the Helderberg Hospital ecosystem based on service needs. -Support integration between hospital, PHC, and community-based services. Contribute to continuity of care across levels of service. Participate in morbidity and mortality meetings, audits, and incident reviews. Contribute to Ideal Hospital and OHSC compliance and SOP implementation. Support patient safety and service improvement initiatives. Provide teaching and supervision to interns, students, and junior medical officers. Support workplace-based assessments and clinical learning.

ENQUIRIES : Dr W Viljoen, tel.no. (021) 850-4705
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
CLOSING DATE : 10 July 2026, 17:00PM

POST 22/504 : **MEDICAL OFFICER GRADE 1 TO 3 (PALLIATIVE CARE)**
(Contract Until 31 July 2027)

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs).
CENTRE : Groote Schuur Hospital, Observatory
REQUIRMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's licence. Post Graduate Diploma in Palliative Medicine. Competencies (knowledge/skills): Knowledge of working in an interdisciplinary team. Knowledge and experience in Palliative Medicine. Good communication skills (verbal and written). Computer literacy (MS Office, Excel).
DUTIES : (key result areas/outputs): Ensure effective networking outside the hospital to ensure the continuation of care of patients. Engage and maintain working relationships with relevant stakeholders to support palliative care development. Attend dedicated palliative multidisciplinary meetings across the hospital. Participate in palliative care staff development. Participate in team debriefing. Ability to do in service palliative care training. Assist in monitoring and evaluating the palliative care service. Render clinical patient and family care to patients referred to Palliative Care. Advocate for appropriate palliative care across the hospital. In conjunction with the interdisciplinary team ensure effective palliative care of the referred Palliative Care patients in Groote Schuur Hospital.
ENQUIRIES : Mr L Naidoo, tel. no. (021) 404 2263
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant

council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/505 : **MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform shift work and commuted overtime. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a regional level hospital. Must be able to perform amputations, basic laparotomies and minor surgical procedures safely and without significant surgical supervision. The ability to perform basic diagnostic upper endoscopy will be considered an advantage. ATLS/ BLS certification or equivalent is required. Experience in managing critically ill patients is recommended. Previous experience as a medical officer in Surgery is highly recommended.

DUTIES : (key result areas/outputs): Operative management of all surgical and trauma emergencies, as well as elective surgical procedures at a regional level hospital. Outpatient clinic consultations and management planning. Management of critically ill patients including resuscitation of patients and management of ventilatory and inotropic support in an Intensive Care Unit. Inpatient management and interdepartmental liaison. Endoscopic GIT diagnostic and therapeutic management. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

ENQUIRIES : Prof H Bougard, tel. no. (021) 402-6444

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

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

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/506 : **PHARMACIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R882 816 per annum
Grade 2: R954 339 per annum
Grade 3: R1 041 402 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Khayelitsha CHC, Khayelitsha Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1**: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to perform relief duties at pharmacies in the sub-structure. Valid driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy. Familiar with Primary Health Care Environment, Antimicrobial Stewardship & Differentiated models of Care.

DUTIES : (key result areas/outputs): Support with the efficient and cost-effective functioning of pharmaceutical service in all Khayelitsha Sub District PHC sites including adherence to statutory requirements and policies. Support to ensure provision of safe and cost-effective pharmaceutical care to patients. Support and accept co - responsibility for pharmaceutical supply management in Khayelitsha clinics by ensuring safe and reliable procurement, storage, control, distribution and discarding of pharmaceuticals. Support the pharmaceutical budget and expenditure to ensure compliance with financial prescripts. Support with monitoring of Human Resources and supervising of Pharmacists Assistants to ensure optimum productivity and people development.

ENQUIRIES : Ms A Sigcau, tel.no. (021) 360-5307

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

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

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/507 : **PSYCHOLOGIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R907 617 per annum
Grade 2: R1 055 292 per annum
Grade 3: R1 221 843 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a Professional Council: Registration with the HPCSA as Psychologist in Clinical Psychology. Experience: **Grade 1**: None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent

requirements of the job: Valid driver's license (Code B/EB). Willingness to work at all facilities in the Sub-Structure. Competencies (knowledge/skills): Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills. Computer literate.

DUTIES : (key result areas/outputs): Developing psychological and counselling services at PHC level with particular emphasis on the provision of clinical services at designated CHCs and CDCs. Interventions include evidence-based short-term and longer-term psychotherapies, support and containment work, and telehealth services, as well as liaising with relevant service providers and stakeholders in making appropriate referrals for the management of patients. Developing and facilitating referral pathways. Service development includes capacity building by way of clinical supervision, mentorship and training of psychologists, interns, students, and staff at district facilities. The championing of mental health within the DOH and the development of intersectoral partnerships with various health department role-players as well as NPOs. Performing administrative tasks related to clinical work as well as data collection and line-management. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCSA.

ENQUIRIES : Dr K Murie, tel. no. (021) 797-8451

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/508 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Albertinia Clinic, Hessequa Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime and assist at other clinics, mobiles, satellites within the Sub District, when there is a need. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Excellent communication skills (both written and verbal).

DUTIES : (key result areas/outputs): Assist with the management of clinical comprehensive health PHC services. Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.

ENQUIRIES : Ms E Braaf, tel.no. (028) 713-8644

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for

registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/509 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY AREA: THEATRE) (3 POSTS)**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing (212) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : (key result areas/outputs): Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care. Provide good documentation, care, planning and health education. Support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES : Ms M Franken, tel. no. (021) 658-5187

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate diploma in the relevant specialty.

CLOSING DATE : 10 July 2026, 17:00 PM

POST 22/510 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: INTENSIVE CARE UNIT)**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with

the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2**. A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Ability and willingness to assist with shifts including weekends, public holidays, night duty relief and overtime as the need arises. Willingness to rotate between ICU departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing specialty. Strong leadership and interpersonal skills. Good organizational skills and the ability to function under pressure. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific specialty clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilize human, material and physical resources and development of self and others.

ENQUIRIES : Ms V Dubase, tel. no. (021) 938-4000

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty. -Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/511 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Ability and willingness to assist with shifts including weekends, public holidays, night duty relief and overtime as the need arises. Willingness to rotate between departments. Competencies (knowledge/skills): Basic computer literacy. Good written and verbal communication skills. Knowledge of relevant legislation and policy related to the nursing specialty. Strong leadership and interpersonal skills. Good organizational skills and the ability to function under pressure. Display core values of the

Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific specialty clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilize human, material and physical resources and development of self and others.

ENQUIRIES : Ms V Dubase, tel. no. (021) 938-4000

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/512 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)**
Central Karoo District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum (Plus non pensionable rural allowance of 12% of your annual basic salary)

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualification: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing (212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post- graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work overtime, weekends and Public Holidays when needed. Competencies (knowledge/skills): Good communication (written and verbal) skills and interpersonal skills. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

DUTIES : (key result areas/outputs): Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Ensure sterility & illness prevention initiatives. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES : Mr JCB Kiewiet. tel. no. (023) 414 - 8200

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/513 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (ECM PROJECT MANAGER)**
Directorate: Information Technology

SALARY : R487 197 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate relevant 3-year National Diploma/Degree. Experience: Appropriate Project Management Experience. Appropriate Managing and supporting hospital information systems, specifically ECM, Digital Patient Domain & MyContent or related HIS applications. Appropriate experience in ICT support and maintenance. Appropriate experience of hospital administrative and clinical processes. Appropriate experience working on Electronic Health Record systems/modules. Appropriate experience in training, user support, and system administration. Appropriate experience with clinical and administrative processes in hospital or PHC settings. Appropriate experience with master data management, quality control, and systems integration (e.g. Clinicom, NHLS, JAC, PHCIS). Appropriate experience in Project Management and supporting Hospital Information Systems (HIS), specifically ECM Digital Patient Domain and MyContent and related applications, ensuring effective operation, coordination, user support and system oversight across facilities. Appropriate experience in system support and maintenance, including monitoring system performance, resolving incidents, managing helpdesk calls, analysing root causes of system issues and ensuring timely resolution to maintain operational continuity. Inherent requirements of the job: Valid driver's license. Willingness to travel to WCDHW health institutions. Willingness to work overtime when required. Competencies (knowledge/skills): Methodologies & Frameworks: Expertise in frameworks like Agile, Scrum, or Waterfall. Planning & Scheduling: Mastery of milestone mapping, resource allocation, and timeline creation. Risk & Issue Management: The ability to anticipate, mitigate, and resolve project roadblocks. Budgeting & Cost Control: Accurate estimation, forecasting, and tracking of financial resources. Good communication and interpersonal skills. Strong problem-solving abilities and abilities to escalate issues appropriately. Ability to provide user training and support across multiple systems. Accurate data capturing and strong attention to detail. Computer literacy, including MS Office and MS Teams. Knowledge of ECM OpenText Systems. Knowledge of Project Management Protocol and Methodologies. Understanding of business process re-engineering and patient flow. Understanding of system maintenance, enhancement processes, and quality control procedures. Proven ability to lead and work effectively within a team environment. Appropriate Knowledge of Billing, Fees, and patient administration workflows will be advantageous. Appropriate knowledge of ECM and Mobile Project Planning, Execution and Implementation.
DUTIES : (key result areas/outputs): Provide operational oversight and support for ECM and related systems, including incident management, system monitoring, release communication and ensuring the effective functioning of hospital information systems across supported facilities. Liaise and communicate with HIS Management, Hospital Management, Information Officers and IT (CeI) (TAPS) and Services Providers regarding system updates, operational issues, outages, risks and system-related information, ensuring that relevant stakeholders are informed and supported. Manage and implement system change control processes, including the maintenance and updating of Master Files such as Inpatient, Outpatient, Service Groups, Medical Records, Theatre, Waiting Lists and Global Master Files through Governance Protocol in accordance with approved processes and Head Office requirements. Coordinate and support system enhancements, new requirements and system development initiatives, including participation in Joint Application Development (JAD) sessions, sprint reviews and design discussions, and assist with the rollout and implementation of new system modules across facilities. Provide onsite and remote support to facilities, including scheduled visits and virtual assistance, while assisting with system-related hardware and software issues such as workstation configuration, printing, client software and related technical challenges. Governance Management pertaining to the ICT Policy in relation to user access administration and audit compliance, including processing access requests, maintaining appropriate documentation and ensuring compliance with system governance, audit and reporting requirements. Identify and coordinate training requirements for system users and Information Management staff, develop training schedules for Information Officers and Core Trainers, and deliver formal or informal training on system functionality, enhancements and processes. Manage staff and HR-related responsibilities, including performance management, staff development, leave management and task allocation. Provide data reporting and analytical support, including generating patient and user reports through data mining applications such as Impromptu and supporting information management and operational reporting requirements. Provide after-hours system support when required to ensure continuity of operations and support additional facilities where operationally necessary. Manage

and Develop Enterprise Content Management Systems and Mobile Applications for Health Projects.

ENQUIRIES : Mr J Maharaj, email: Jashmeer.Maharaj@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2026, 17:00PM

POST 22/514 : **ASSISTANT DIRECTOR: FOOD SERVICES MANAGEMENT**

SALARY : R487 197 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma (NQF Level 6) /Degree (NQF Level 7) in Food Service Management or Hospitality management or equivalent qualification. Experience: Appropriate supervisory experience. Appropriate experience in a large-scale Food Service environment. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, Word documents, and presentations in Microsoft Office. Knowledge and skills with regard to managing the operation of an industrial Food Service Unit. Problem-solving, sound numerical skills, decision-making, and time management skills. Knowledge of disciplinary code and procedure. Conversant with the Labour Relations Act, Food Services policies, Food Safety Management System (ISO 22000:2018) and Occupational Health and Safety Act. Good communication skills (verbal and written).
DUTIES : (key result areas/outputs): Plan and develop the strategic management of the Food Services Unit by providing well-balanced meals to all patients. To effectively and efficiently maintain a high culinary service standard within the Kitchen. To mitigate risks within the Kitchen environment wrt to quality, environment, and health and safety. Manage human resources, inclusive of leave, disciplinary code of conduct, time keeping, performance management, and filling of vacant posts in the Department. Manage financial resources, including food costing, contract management, and weekly statistics. Effective and efficient support to the Dietetic Department and Milk Kitchen Department.
ENQUIRIES : Mr R De Jager, tel. no. (021) 400-3405
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2026, 17:00PM

POST 22/515 : **SENIOR STATE ACCOUNTANT (BOOKKEEPING)**
Directorate: Financial Accounting

SALARY : R413 001 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Accounting. Experience: Appropriate experience in BAS and PERSAL. Competencies (knowledge/skills): Ability to work accurately with figures. Must be able to work under pressure. Good communication skills (Written and Verbal). External knowledge of Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions and the departmental delegations and procedures. Advanced computer literacy in Microsoft Office applications (Word, Excel, PowerPoint). Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of asset and liability suspense accounts. Extensive knowledge of debt management and book closure procedures. Knowledge of BAS (Basic Accounting System), LOGIS and PERSAL. Extensive knowledge of departmental debt policies. Excellent project management skills. Presentation skills.
DUTIES : (key result areas/outputs): Manage and administrate the Department's Asset and Liability suspense accounts. Analyse and manage the Departmental debt account, the reporting thereof and compilation of write-off submissions. Consolidate and provide inputs with regard to the Interim and Annual Financial Statements. Control of monthly IYM departmental reporting. Overall Human Resource Management of staff. Effective control to audit queries.
ENQUIRIES : Mr DA Hendricks, tel. no. (021) 483-4398
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2026, 17:00PM

POST 22/516 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (NURSING INFORMATION MANAGEMENT SYSTEMS**
Directorate: People Development

SALARY : R338 106 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum education qualifications: Senior certificate (or equivalent). Experience: Appropriate experience in Nursing Information Management System. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Information Management System. Appropriate knowledge of Treasury Regulations and Contract Management and PFMA. Appropriate knowledge of drawing up various documents, reports pertaining to nursing information management. Relevant knowledge in People and Financial Management. Sound interpersonal and communication skills (both written and verbal). Computer skills (MS Office, Excel and Word).
DUTIES : (key result areas/outputs): Implement operational plans for Nursing Information Management System (NIMS) to support nursing practice. Oversee the development and execution of nursing policies with specific reference to Nursing Information Management System. Assist with the management and coordination Nursing Information Management System (NIMS) Provide support to ASD NIMS. Identify, coordinate and monitor resources (People & Financial) in accordance with relevant directives and legislation.
ENQUIRIES : Ms I Titus, tel. no. (084) 825-3812
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 10 July 2026, 17:00PM

POST 22/517 : **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R338 208 per annum
Grade 2: R413 004 per annum
Grade 3: R496 668 per annum
Grade 4: R608 859 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong analytical and leadership, problem solving, decision making and conflict resolution skills. Computer literacy (MS Office package: Word, Excel, PowerPoint, Outlook email). Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a health environment setting. Appropriate experience in a clinical setting.
DUTIES : (key result areas/outputs): Provision of comprehensive, client centred clinical social work services to adults and children in a district hospital. Ensure safe discharge plans, support and protection of vulnerable individuals and families. Conduct psychosocial assessments aimed at identifying conditions within individuals that justify relevant interventions. Implementation of applicable social work interventions. Effective engagement and networking with the multidisciplinary team as well as all relevant external stakeholders. Keep up to date with new developments in social work. Utilize and manage resources. Support social workers, volunteers and students. Assist with the achievement of department and organisational goals. Perform all administrative functions required of the job. Deliver an accountable social work service through the appropriate implementation of social work processes. Ensure continued professional development by keeping updated with developments in the field.
ENQUIRIES : Ms C Herwell, tel. no. (021) 402-6621

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2026, 17:00PM

POST 22/518 : **SOCIAL WORKER GRADE 1 TO 4**
Overberg District

SALARY : Grade 1: R338 208 per annum
Grade 2: R413 004 per annum
Grade 3: R496 668 per annum
Grade 4: R608 859 per annum
CENTRE : Otto du Plessis, Cape Agulhas Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 3**: A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid code 8/EB driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge and understanding of the nature of human behaviour and the social service profession. Competence in Child and Youth Care services within the Child Care Act. Have full knowledge of the Termination of Pregnancy Act 92 of 1992. Skilled in trauma debriefing/supportive counselling.
DUTIES : (key result areas/outputs): Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work service to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise / attend meetings with other departments and non-governmental institutions to take 107 cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities.
ENQUIRIES : Dr S Bothma, tel. no. (028) 514-8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
CLOSING DATE : 10 July 2026, 17:00PM

POST 22/519 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate administrative experience in line with the duties (key result areas/outputs) the post. Appropriate administrative experience in a clinical or healthcare setting. Working knowledge and experience of Asset Management and Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook). Good interpersonal and organisational skills. Ability to work in a team context and motivate team members. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Supply Chain Instructions as well as Accounting Officer System.

Attention to detail and adherence to deadlines. Strong organizational and communication skills. Ability to manage multiple priorities and work independently. Computer literacy (MS Word, Excel and Outlook) and familiarity with Syspro or LOGIS.

DUTIES : (key result areas/outputs): Asset Register Maintenance. Asset Verification. Disposal Management & Loss Control Process. Additions of assets Management. Contract Performance Management. Support to supervisor and management. People Management.

ENQUIRIES : Ms V Groenewald, tel. no. (021) 938-4911

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/520 : **FOOD SERVICES MANAGER**

SALARY : R338 106 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: A three-year degree/Diploma in Food Service Management, Hospitality Services, Food and Beverage management. Experience: Appropriate experience in the Food Services environment. Appropriate management experience. Inherent requirement of the job: As the Food Services Component renders a 7-day week function successful candidate will be required to work shifts and weekends and public holidays. Competencies (knowledge/skills): Computer literacy, problem solving, decision making, time management, presentation and managerial skills. Sound numerical skills. Excellent written and verbal communication skills.

DUTIES : (key result areas/outputs): Manage the Food Service Unit: 24 hour per day and 7 days per week on rotation basis. Manage the preparation, distribution and serving of meals including special diets. Manage meal plan and meal production. Manage personnel, equipment and logistics. Manage /Administer human physical and financial resources. Responsible for hygiene and floor and safety standards. Effective utilisation of the Food Service team. Apply departmental regulations and protocol.

ENQUIRIES : Ms R Keyser tel. no. (021) 938-4135

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/521 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: INPATIENTS)**
Cape Winelands Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Ceres Hospital, Witzenberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 4 year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. G**rade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Working shifts, including day and night duty, weekends, and public holidays. Willingness to perform overtime and standby duties, and to rotate/assist in all departments (excluding maternity ward) as required, in line with operational needs. Willingness to be trained in theatre (If not already skilled) and assist with theatre coverage when required. Ability to work under pressure. Competencies (knowledge/skills): Good leadership, planning, and interpersonal skills. Ability to work in a multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines. Knowledge of the legal framework and regulations regarding nursing practice.

DUTIES : (key result areas/outputs): Provision of quality basic nursing patient centered care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support

services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr GH Vermeulen, tel. no. (023) 316-9600

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

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

CLOSING DATE : 10 July 2026, 17:00 PM

POST 22/522 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (4 POSTS)**
Chief Directorate: Metro Health Services
(Ward 13 And 14, Ward 5 And 6 And Psychogeriatric Ward)

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3**: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication Skills and Report Writing. Appropriate experience in comprehensive nursing treatment and care to patients in a Mental Health Unit.

DUTIES : (key result areas/outputs): Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

ENQUIRIES : Ms JE Isaacs, tel.no. (021) 503-5000

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

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

CLOSING DATE : 10 July 2026, 17:00 PM

POST 22/523 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND) (5/8TH POST)**
Cape Winelands Health District

SALARY : Grade 1: R319 317 per annum
Grade 2: R373 914 per annum
Grade 3: R439 866 per annum

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound/Radiography. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Ultrasound Radiography. Experience: **Grade 1**: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience

after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to use or learn to use systems eg Clinicom, PHCIS. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, Doppler, paediatric, gynaecological and abdominal ultrasound studies.

DUTIES : (key result areas/outputs): Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Stellenbosch Hospital. But including abdominal and other studies. Outreach sonography services to clinics in the ecosystem and district as requested. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, mentor and assess colleagues eg midwives, doctors, radiographers. Actively take part in CPD- program, as trainer and learner.

ENQUIRIES : Ms Z Boraine, tel. no. (021) 808-5801

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

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

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/524 : **SENIOR SECURITY OFFICER**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent qualification. Registration with a Professional Council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate security experience. Inherent requirements of the job: Willing to rotate, in different sections of security department and change shifts when required. Willingness to work shifts and be available on a 24-hour basis. A valid Driver's License. Competencies (knowledge/skills): Knowledge of security related prescripts, regulations, procedures and the Occupational Health & Safety Act. Good interpersonal communication skills and ability to work in a team as well as independently. Be responsible, diligent and ability to work under pressure.

DUTIES : (key result areas/outputs): Contract Management of private security and conduct crowd control. Monitor the patrol of buildings, parking areas and perimeter fencing and control keys and all security documents. Investigate crimes and incidents, writing reports and statements. Supervise inhouse and outsource security officers and practice disciplinary processes to the subordinates. Monitor the CCTV control room's effectiveness and monitor the effectiveness of access and egress control.

ENQUIRIES : Mr S Ndzuzo, tel. no. (021) 404-3111

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

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/525 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Directorate: Financial Accounting

SALARY : R237 453 per annum

CENTRE : Head Office, Cape Town, (Office Based: Stikland Compliance Office)

REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge in Finance and Supply Chain Management. Inherent requirement of the job: Valid Code B/EB (manual) drivers' licence. Willing to travel and spend long periods away from the home while placed at Health Institutions in the Western Cape. Competencies

(knowledge/skills): Knowledge of computerised Management Financial systems. Knowledge of Supply Chain Management. Knowledge of demand planning, warehouse management, asset management and acquisition management. Knowledge of accounting, payments and clearing of Ledger Accounts.

DUTIES : (key result areas/outputs): Processing of orders, LOGIS and BAS payments. Perform warehouse functions. Procuring and accounting of assets. Effect transactions on LOGIS/Syspro system.

ENQUIRIES : Ms E Vermeulen, email: Eleanor.Vermeulen@westerncape.gov.za

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/526 : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Helderberg District Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Admissions and Wards, including the Clinicom System. Inherent requirement of the job: Prepared to work 12-hour shifts (which include night duty, weekends, public holidays, and work overtime on short notice). Competencies (knowledge/skills): Knowledge and experience of the Clinicom system. Good interpersonal and communication skills. Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Ability to accept accountability, responsibility, work independently.

DUTIES : (key result areas/outputs): Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System. Report all MVA's and WCA's to Batsumi Hotline. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Clinicom functions – admit, discharge transfer patience etc. Provide an effective administrative service to the Operational Manager, nurses, and doctors in the wards. Ordering and stock taking as delegated, control of stock and assist OPM with the requisition of store stock/ buy outs. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain and repair patient files and prepare case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients. Relieve in other departments as operationally required.

ENQUIRIES : Mr M Davids, tel. no. (021) 810-6678

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 10 July 2026, 17:00PM

POST 22/527 : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District

SALARY : R237 453 per annum

CENTRE : Caledon Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate patient administrative experience in a health/patient environment. Appropriate Clinicom/PHCIS experience. Inherent requirement of the job: Required to work 12-hour shifts (including night duty, weekends and public holidays). Willing to work overtime on short notice. Competencies (knowledge/skills): Good communication skills. Computer literacy in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform. Patient Fee Schedule (UPFS), Finance Instructions & Medical Records policies. Knowledge of Clinicom.

DUTIES : (key result areas/outputs): Admission of patients including correct patient assessment and accurate data/information capturing. Ensure correct management of patient folders at reception area and schedule appointments (new, follow-up and operations) on the system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates and old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Perform relief duties as well as support to supervisor as required.

ENQUIRIES : Mr G Bucchianeri, tel.no. (028) 212-1070

APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
CLOSING DATE	:	10 July 2026, 17:00PM
POST 22/528	:	**ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (2 POSTS)** Overberg District
SALARY	:	R237 453 per annum
CENTRE	:	Overberg District Office
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competences that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS. Inherent requirement of the job: Valid EB/B/C/C1 driver's licence. Ability to travel and rotate between facilities. Expected to travel and provide support at facilities within the Overberg District. Competencies (knowledge/skills): Knowledge of the LOGIS System, SCM functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal).
DUTIES	:	(key result areas/outputs): Perform tasks related to procurement administration, such as inviting quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Inventory and Asset Related. Asset Management to be performed in the Overberg District which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Support and Compliance Monitoring within the Overberg District. Receive services and preparing batches for payment at the Overberg District. Ensure compliance and reporting with all relevant laws and prescripts related to the Supply Chain. Handle all telephone and written queries from relevant suppliers and end users and provide regular update reports for the Overberg District Office.
ENQUIRIES	:	Ms J Honeyball, tel.no. (028) 214-5855
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	10 July 2026, 17:00PM
POST 22/529	:	**TELKOM OPERATOR** Chief Directorate: Metro Health Services
SALARY	:	R201 093 per annum
CENTRE	:	Mitchells Plain District Hospital
REQUIREMENTS	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a messaging and Public Address system (PA). Inherent requirement of the job: Physically able to hear and speak clearly. Must be able to work shifts, night shifts, weekends and Public holidays. Work overtime when required by operational needs. Competencies (knowledge/skills): Appropriate knowledge and ability to operate a high- volume Switchboard equipment, a messaging and Public Address system effectively and efficiently. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
DUTIES	:	(key result areas/outputs): Manage switchboard and Page staff over the intercom, efficient communication handling (both internally and externally) of incoming and outgoing calls and answer telephonic queries and deliver messages. Handling of all telecommunication equipment and related tasks and ensuring that switchboard and telephone equipment is in working order and report all faults to supervisor/ relevant persons. Maintain internal telephone directory. Provide feedback on the operational running of the component and support supervisor by adhering to the Code of Conduct for the Public Service. Monitor telephone accounts and keep record off all cellular, national and international calls made and distribute monthly to departments.
ENQUIRIES	:	Mr M Pedro, tel.no. (021) 377-4327
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	10 July 2026, 17:00PM
POST 22/530	:	**SECURITY OFFICER (3 POSTS)**
SALARY	:	R170 226 per annum

CENTRE	:	Groote Schuur Hospital
REQUIREMENTS	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a Professional Council: Candidates must be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer. Inherent requirements of the job: Willingness to work shifts, change shifts when required and be available on a 24-hour basis. Must be physically fit. A valid driver's license. Competencies (knowledge/skills): Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health & Safety Act. Ability to work in a team as well as independently and change to any shift when required. Be responsible and diligent and ability to work under pressure. Good Communication skills (verbal and written).
DUTIES	:	(key result areas/outputs): Ensure access/egress control, patrolling buildings, parking areas and perimeter fencing. Investigation of crimes, incidents, security breaches and writing of statements and reports. Controlling of all hospital keys. Supervise outsource security officers.
ENQUIRIES	:	Mr S Ndzuzo, tel. no. (021) 404-3111
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	10 July 2026, 17:00PM
POST 22/531	:	**GENERAL WORKER (STORES)** Chief Directorate: Metro Health Services
SALARY	:	R144 024 per annum
CENTRE	:	Victoria Hospital
REQUIREMENTS	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a warehouse environment, in receiving and distribution of stock (stores). Inherent requirements of the job: Valid Driver's license (Code B/EB). Physical ability to lift heavy boxes. Competencies (knowledge/skills): Good written and verbal communication skills.
DUTIES	:	(key result areas/outputs): General worker stores duties for Victoria Hospital (Hub Hospital) and Southern Clinics in terms of, Load and offload stock on the vans. Transport goods to and from different sections with the health facilities. Pack stock in boxes according to standards. Receipt of stock from bulk store prepare stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area. Rotate stock on shelves (FIFO). Move hospital equipment as required. Assist with filling. Assist with stock take processes.
ENQUIRIES	:	Ms Z Sagela, tel. no. (021)7991241 or email: zukiswa.sagela@westerncape.gov.za
APPLICATIONS	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	10 July 2026, 17:00PM
POST 22/532	:	**CLEANER** Chief Directorate: Metro Health Services
SALARY	:	R144 024 per annum
CENTRE	:	Victoria Hospital
REQUIREMENTS	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a health facility environment. Inherent requirement of the job: Prepared to work shifts, lift and handle heavy duty equipment and willingness to rotate within the institution according to operational requirement. Competencies (knowledge/skills): Sound interpersonal and organising skills.
DUTIES	:	(key result areas/outputs): General cleaning which include dusting, sweeping vacuuming, polishing, cleaning of windows and toilets scrubbing and mopping and removal of general refuse and medical waste. Execute cleaning tasks in order to ensure a clean, hygienic and safe environment. Safekeeping of equipment and supplies. Prevent medico-legal incidents.
ENQUIRIES	:	Ms J van der Riel, tel.no. (021) 799-1270.
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	10 July 2026, 17:00PM
POST 22/533	:	**GROUNDSMAN** West Coast Health District
SALARY	:	R144 024 per annum
CENTRE	:	Sonstraal Hospital, West Coast TB Centre

REQUIREMENTS	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in gardening. Inherent requirements of the job: Ability to be physically strong. Valid Code (B/EB) drivers' licence. Competencies (knowledge/skills): Good communication and interpersonal skills. Good problem solving skills. Basic knowledge of garden tool maintenance.
DUTIES	:	(key result areas/outputs): Effective maintenance of hospital grounds TB Complex. To render general and groundsman services. Perform all activities related to gardening and grounds, pruning of trees, cleaning of gutters etc. Effective removal of domestic and medical waste. Effective support to Supervisor.
ENQUIRIES	:	Mr HL Siegelaar, tel. no. (021) 837-8097
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	10 July 2026, 17:00PM

POST 22/534	:	**DRIVER (LIGHT DUTY VEHICLE)** Garden Route Health District
SALARY	:	R144 024 per annum
CENTRE	:	Garden Route District Office, (Stationed at Mossel Bay Hospital)
REQUIREMENTS	:	Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in transportation of personnel and goods in health environment. Inherent requirements of the job: Valid code (Code B/EB) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties when needed. Willingness to relief staff within the Support Service component when needed. Ability to handle heavy objects. Competencies (knowledge/skills): Good Communication skills (verbal and written). Appropriate knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
DUTIES	:	(key result areas/outputs): Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products and carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas. Conduct routine maintenance and cleaning of Government vehicles and conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary.
ENQUIRIES	:	Mr BR Meiring, tel. no. (044) 813-3001
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment/written test.
CLOSING DATE	:	10 July 2026, 17:00PM

POST 22/535	:	**DRIVER (LIGHT DUTY VEHICLE)** Cape Winelands Health District
SALARY	:	R144 024 per annum
CENTRE	:	West Coast TB Centre (Sonstraal Hospital)
REQUIREMENTS	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Valid PDP. Sober habits. Responsible for vehicles and maintenance. Prepared to work irregular hours. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of transport regulations. Work in a team environment
DUTIES	:	(key result areas/outputs): Schedule transport and plan transport vehicles. Loading and transporting of goods and staff complement. Timely reporting of minor and major defects. Responsible for the prescribed records and logs regarding the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor if and when needed. Compliance with the Occupational Health and Safety Act.
ENQUIRIES	:	Mr HL Siegelaar, tel. no. (021) 837-8097
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	10 July 2026, 17:00PM