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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 OF 2025

DATE ISSUED 04 JULY 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF HIGHER EDUCATION AND TRAINING:** Kindly note that the posts of Community Education and Training Two (X2) Posts: Principal published on Public Service Vacancy Circular 22 dated 27 of June 2025 with the closing date of 18 July 2025 are two (2) posts. Branch: Gauteng Cet College with Ref No: DHET20/06/2025 and Eastern Cape Cet College with Ref No: DHET21/06/2025

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DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intent to promote equity through the filling of these posts.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to email: recruit@dcddt.gov.za
- CLOSING DATE** : 18 July 2025
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae. The successful candidates 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. Note: Applications received after the closing date will not be considered. Only e-mailed applications will be considered. Short listed applicants will be required to submit certified copies of all qualifications obtained and will be subjected to verification by the South African Qualifications Authority. Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered further. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to personnel suitability checks, including social media checks, and the successful candidate will have to undergo a full security vetting. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CVs submitted will be destroyed after the three (3) months period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use the 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 is unsuccessful, the Department 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 Department will safeguard the security and confidentiality of all information you shared during the recruitment process. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

OTHER POSTS

- POST 23/01** : **DEPUTY DIRECTOR: GLOBAL MULTILATERAL REF NO: DDGML**
Nature of appointment: Permanent
The purpose of the post is to implement programmes, to forge strategic relationships with Global ICT multilateral and trilateral bodies (ITU, BRICS, Broadband Commission, UPU countries) and international organisations on multilateral agreements and programmes focusing on ICT mutual interest and shared objectives.
- SALARY** : R896 436 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 undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration/Business Administration / International Relations or relevant field. A minimum of five (5) years' experience in the field with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At

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| | | an advanced level in Research skills. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. Stakeholder Management. Project Management. Emotional Intelligence. Negotiation. Geopolitical acumen. Knowledge in International Multilateral Relations. |
| <u>DUTIES</u> | : | The successful candidate will manage the implementation of the department's international relations strategy in line with International Relations policy and Foreign Services Act as it relates to ICT global and multilateral organisations aligned with the government's international relations and cooperation governance strategy and protocol policy framework. Manage ICT research and technical support to the Director: ICT Multilateral Relations, relating to ICT multilateral relations. Manage engagement with the Department of International Relations and Cooperation (DIRCO) to ensure compliance and adherence to the government's multilateral relations governance framework and protocols. To manage the implementation of the ICT stakeholder management plan. To manage the resource management plan for ICT Global Multilateral sector. To manage the implementation of the integrated component's business excellence programme. Provide guidance on strategies to influence global ICT multilateral platforms to position South Africa's interests. Project Management, manage financial resources, driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/02</u> | : | <u>DEPUTY DIRECTOR: ICT MULTILATERAL GROUPING REF NO: DDIMG</u> Nature of appointment: Permanent The purpose of the post is to implement programmes, to forge strategic relationships with countries and international organisations on ICT multilateral agreements and programmes focusing on ICT mutual interest and shared objectives. |
| <u>SALARY</u> | : | R896 436 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). |
| <u>CENTRE</u> | : | Pretoria, Hatfield |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Administration / International Relations or relevant field. A minimum of five (5) years' experience in the field with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Research skills. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of Human Resources. Stakeholder Management. Project Management. Emotional Intelligence. Negotiation. Geopolitical acumen. Knowledge of International Multilateral Relations. |
| <u>DUTIES</u> | : | The successful candidate will manage the department's International Relations and Engagement strategy relating to UN ICT multilateral organisations aligned with the government's international relations and cooperation strategy and governance and protocol framework. Manage and provide research and technical support to the Director: ICT Multilateral Relations, relating to ICT UN multilateral bodies relations. Regularly engage with the Department of International Relations and Cooperation to ensure compliance and adherence to the government's multilateral relations governance framework and protocols. Manage the stakeholder management plan informed by UN Charter, Global Digital Compact (GDC) and African Agenda 2063, World Information Society Summit (WSIS) and Sustainable Development Goals (SDGs). Manage a resource management plan for ICT Multilateral unit. Manage the integrated Component's business excellence programme. Project Management, manage financial resources, driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |

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| <u>POST 23/03</u> | : | <u>DEPUTY DIRECTOR: AFRICA MULTILATERAL RELATIONS REF NO: DDAMLR</u> Nature of appointment: Permanent The purpose of the post is to coordinate and implement projects/programmes that will ensure enhancement of operational and strategic relationships with African countries multilateral platforms (ATU, SADC, Smart Africa Alliance, SAPOA) and relevant international multilateral organisations on securing agreements and treaties focusing on ICT mutual interest and shared objectives. |
| <u>SALARY</u> | : | R896 436 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield |
| | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Economics / Public Administration / International Relations or relevant field. A minimum of five (5) years' experience in the field with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Research skills. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. Project Management. Emotional Intelligence. Negotiation. Geopolitical acumen. Knowledge in Africa Multilateral Relations. Stakeholder Management. |
| <u>DUTIES</u> | : | The successful candidate will manage the design and review of ICT governance framework, policies, standards, principles and procedures. Manage closer corporation with regional partners (SADC, ATU, SAPOA, etc.) within the SADC framework and coordinate the implementation of SADC agreements. Manage and drive the implementation of AU Protocol, Treaties, Resolutions and Agreements on ICT issues. Manage participation of the Department in AU and SADC structures, and develop strategic linkages with Departmental Units, other government departments and relevant stakeholders. Manage, formulate, implement, and review the Department's strategy on AU and SADC issues. Manage representation of the Department and its view at relevant African Union and SADC fora. Project Management, manage financial resources, driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/04</u> | : | <u>DEPUTY DIRECTOR: SECRETARIAT REF NO: DDS</u> Nature of appointment: Permanent The purpose of the post is to manage Secretariat Support to the Office of the Director-General to strengthen governance processes. |
| <u>SALARY</u> | : | R896 436 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield |
| | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Management and Technology / Management or relevant field. A minimum of five (5) years' experience in administrative environment with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Job Knowledge. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, PowerPoint, internet and email). Coordination and organization. Analytical. Records and Data Management. Interpersonal Relations. Knowledge in Office Management. Business Reporting. |
| <u>DUTIES</u> | : | The successful candidate will manage and implement Secretariat Support services to the management structures of the Department. Arrange meetings, draft agendas, taking minutes and communicate decisions to relevant stakeholders, and conduct follow-ups and reporting on matters arising from meetings. Manage the development of annual meeting schedules in liaison with the Ministry and Director-General's Office. Provide quality control on documents, submissions, reports and briefing documents submitted to the |

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| | | Director-General. Manage policies and procedures in the areas of Secretariat Support services in the Director-General's Office within the Department to comply with applicable legislation. Project Management, manage financial resources, driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/05</u> | : | <u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DDHRA</u> Nature of appointment: Permanent The purpose of the post is to manage, facilitate and coordinate the delivery of Human administration and operations services. |
| <u>SALARY</u> | : | R896 436 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Human Resource Management / Organisational Development / Industrial Psychology or relevant field. A minimum of five (5) years' experience in human resource management environment with at least three (3) years' supervisory / Assistant Director level experience. skills / competencies and knowledge: At an advanced level in Project Management. Service Delivery Innovation. Problem Solving & Analysis. Client Orientation. Customer Focus. Communication. Employee Experience Life Cycle Operations. Business Partnering. HR Systems. Total Rewards. Data analysis. Employee Time and Attendance. Knowledge of PERSAL. HRM Policies and Procedures. HR Governance and Compliance. |
| <u>DUTIES</u> | : | The successful candidate will contribute to the design of HR administration and operations policies, plans, systems, standards, procedures, processes and governance thereof. Manage and monitor the administration and implementation of employee compensation, general conditions of services, benefits and incentives and related services in line with the public service prescripts. Manage and facilitate HR administration employee on boarding, off boarding/exist and other unexpected termination processes, in collaboration with the recruitment team. Manage employee communication, services, and processes relating to total rewards, time, attendance matters, and decisions, including changes, adjustments, allowances, and UIF payments, in line with public service legal prescripts. Manage and monitor the recording of employees' standard working hours (including overtime) and manage processes relating to PILIR requirements in collaboration with health and wellness and relevant managers Manage and conduct exit interviews, customer satisfaction and retention surveys to obtain feedback for continuous improvement and prepare management reports with recommendations and action plans. Assist and analyse employees' submissions to ensure compliance with prescripts relating to the performance of remunerative work outside the public service. Manage employee complaints and facilitate resolving complaints related to service/customer interaction raised by employees to HR, identify trends and provide management insights and reports. Project Management, manage financial resources, driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/06</u> | : | <u>DEPUTY DIRECTOR: RECRUITMENT, HR PLANNING AND EMPLOYMENT EQUITY REF NO: DDRPEE</u> Nature of appointment: Permanent The purpose of the post is to manage, facilitate and coordinate the delivery of human resources recruitment, HR planning and employment equity services. |
| <u>SALARY</u> | : | R896 436 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Human Resource Management / |

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| | | Organizational Development / Industrial Psychology or relevant field. A minimum of five (5) years' experience in human resource management environment with at least three (3) years' supervisory / Assistant Director level experience. Skills / Competencies and Knowledge: At an advanced level in Project Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation. Customer Focus. Communication. Employee Lifecycle Operations. Talent Acquisition and Recruitment. Business Partnering. Workforce Planning. Diversity, Equity and Inclusion. Knowledge of HRM Policies and Procedures. HR Governance and Compliance. |
| <u>DUTIES</u> | : | The successful candidate will contribute to the design of Human Resources Recruitment, HR Planning and Employment Equity policies, plans, systems, standards, procedures, processes and governance thereof. Manage and coordinate the implementation of delivery of effective and efficient planning and employment equity services, solutions and programmes aligned with the business planning cycle which support execution of the wider business strategy and direction. Gather insights and analyse HR data alongside strategic objectives to ensure the workforce strategy aligns to business objectives and futuristic goals. Manage and coordinate all processes, communication and activities relating to attracting, recruitment, selection, appointment, contracting and on boarding in line with public service prescripts and department policies. Manage the employee on boarding processes ensuring employees work engagement from the first day of work and throughout their initial employment stages. Maintain the Delegations of Authority. Identify opportunities to enhance improvement and performance management initiatives to support the business priorities that drive innovation and improve business processes. Project Management, manage financial resources, Driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/07</u> | : | <u>DEPUTY DIRECTOR: BUDGET REF NO: DDB</u> Nature of appointment: Permanent The purpose of the post is to manage the co-ordination, preparation of and allocation of the department budget according to national and departmental priorities and in accordance to legislation and ensure the budget is aligned to the strategic plan and APP. |
| <u>SALARY</u> | : | R896 436 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Financial Accounting / Cost and Management Accounting / Public Finance or relevant field. NQF level 7 qualification will be an added advantage. A minimum of five (5) years' experience in government financial environment with at least three (3) years' supervisory / Assistant Director level experience in a budgeting environment. Relevant accreditation such as CA/CFA/AICPA/CIMA. Skills / Competencies and Knowledge: At an advanced level in Financial Reporting Standard. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. BAS and LOGIS. Treasury Regulations. PFMA. Accounting Management. GRAP and GAAP. Accrual principle. Knowledge of Budgeting Management. |
| <u>DUTIES</u> | : | The successful candidate will Coordinate and consolidation of budget submission in respect of Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) as well as roll-over of funds. Preparation of budget allocation letters, coordination of forecasting and consolidation for cash flow submission for approval and ensure monthly fund requisition. Monitoring of In-Year - Monitoring (IYM) submission to National Treasury, expenditure and revenue report to the Minister to ensure correctness, completeness and compliance. Preparation of virement /shifting memo for approval by the accounting officer/National Treasury to be incorporated on the adjustment estimates and on the appropriation statement. Ensure preparation of monthly expenditure reports for reporting to the responsibility managers. Ensure transfer payments to SOE's and ensure completeness of payment documentation. Monitoring of quarterly and annual appropriation statement |

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| | | and ensure accuracy for reporting to be incorporated on the Financial Statements. Monitor compliance with financial prescripts. Management of Performance and development Project Management, manage financial resources, driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/08</u> | : | <u>DEPUTY DIRECTOR: IT SECURITY ARCHITECT REF NO: DDITSA</u> Nature of appointment: Permanent The purpose of the post is to manage and provide IT Security Architecture services to mitigate cybersecurity and enhance business continuity. |
| <u>SALARY</u> | : | R896 436 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / Systems Engineering / Computer Science or relevant field. A minimum of five (5) years' experience in the information technology environment with at least three (3) years' supervisory / Assistant Director level experience. Relevant accreditation such as CRISC/CISA/ITIL/CITM/ CISSP/CGEIT. Skills / Competencies and Knowledge: At an advanced level in Service Delivery Innovation. Quality of work. Initiatives. Planning and Executions. Communication. Teamwork. Reliability. Enterprise Architecture. Solutions Architecture. IT Security. Project Management. Knowledge of Network Security Control. Cyber Security Analysis and Threat Management. |
| <u>DUTIES</u> | : | The successful candidate will contribute to the design, review and implementation IT governance framework, policies, standards, principles and procedures. Define and manage IT security, privacy, and data protection risk governance, including managing IT user identity, authorization and authentication mechanisms and processes. Manage and analysis cyber threat intelligence and lead risk assessments to identify and prioritize security risks. Monitor and ensure IT compliance, risks assessment and implement IT change/release impact. Monitor and report of cyber security activities to identify and respond to IT information security, network breaches and threats. Manage and maintain incident response plans for cyber security incidents. Coordinate the response to security incidents, ensuring effective resolution. Manage and provide security awareness and training programs for the Department. Manage and optimize security engineering and tools such as intrusion detection systems, firewalls, and antivirus solutions to safeguard the organization's IT infrastructure. Project Management, manage financial resources, driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/09</u> | : | <u>BRANCH COORDINATOR: ADMINISTRATION BRANCH (DEPUTY DIRECTOR LEVEL) REF NO: BCA</u> Nature of appointment: Permanent The purpose of the post is to provide office management services and coordinate the branch activities in support of the office of the Deputy Director-General. |
| <u>SALARY</u> | : | R896 436 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Management or relevant field. A minimum of five (5) years' experience in office administration / office management / project administration / executive support with at least three (3) years' supervisory / Assistant Director level experience in corporate management services environment. Skills / Competencies and Knowledge: At an advanced level in Interpersonal Relations. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, |

DUTIES

: PowerPoint, internet and email). Office Management. Coordination and organization. Business Reporting. Analytical. Records and Document Management. Ability to work under constant pressure and pay attention to detail. Knowledge of relevant Public Service Act, Public Service Regulations, and Public Finance Management Act and government administrative system. The successful candidate will Coordinate and assist in collation and submission of the branch strategic plan, annual performance plan and service delivery improvement plan. Consolidate and coordinate branch quarterly and annual performance reports and loading of portfolio of evidence in the relevant system. Follow-up on branch audit queries and ensuring that they are dealt with within specified period. Coordinating submission of documents for departmental management meetings (Manco, Min Exco, EXCO, Lekgotla, Portfolio Committees, etc.). Liaison with the Ministry, DG's office and other branches and ensuring that responses are provided within specified times. Analyse submitted documents to ensure compliance with department's template and requirements and maintain effective information management system. Provide administrative and secretarial assistance for the Branch meetings and workshops and participate in branch projects and initiatives. Provide support to the DDG in effectively overseeing and managing the various resources within the Branch, including financial, human, and physical assets. Coordination of parliamentary question processes and liaise with internal and external stakeholders. Ensure compliance with the relevant public service prescripts.

ENQUIRIES

: Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

POST 23/10

: **BRANCH COORDINATOR: MEDIA AND CONTENT (DEPUTY DIRECTOR LEVEL) REF NO: BCMC**

Nature of appointment: Permanent

The purpose of the post is to provide office management services and coordinate the branch activities in support of the office of the Deputy Director-General.

SALARY

: R896 436 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 undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Management or relevant field. A minimum of five (5) years' experience in office administration / office management / project administration / executive support with at least three (3) years' supervisory / Assistant Director level experience in entity oversight and /or policy development environment. Skills / Competencies and Knowledge: At an advanced level in Interpersonal Relations. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, PowerPoint, internet and email). Office Management. Coordination and organization. Business Reporting. Analytical. Records and Document Management. Ability to work under constant pressure and pay attention to detail. Knowledge of Public Service Act, Public Service Regulations, and Public Finance Management Act, Treasury Regulations and government administrative system. Understanding of the media & content sector.

DUTIES

: The successful candidate will Coordinate and assist in collation and submission of the branch strategic plan, annual performance plan and service delivery improvement plan. Consolidate and coordinate branch quarterly and annual performance reports and loading of portfolio of evidence in the relevant system. Follow-up on branch audit queries and ensuring that they are dealt with within specified period. Coordinating submission of documents for departmental management meetings (Manco, Min Exco, EXCO, Lekgotla, Portfolio Committees, etc.). Liaison with the Ministry, DG's office and other branches and ensuring that responses are provided within specified times. Analyse submitted documents to ensure compliance with department's template and requirements and maintain effective information management system. Provide administrative and secretarial assistance for the Branch meetings and workshops and participate in branch projects and initiatives. Provide support to the DDG in effectively overseeing and managing the various

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| | | resources within the Branch, including financial, human, and physical assets. Coordination of parliamentary questions processes and liaise with internal and external stakeholders. Maintain an efficient database on entity oversight, policy development and other related matters of the Branch. Ensure compliance with the relevant public service prescripts. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/11</u> | : | <u>BRANCH COORDINATOR: DIGITAL COMMUNICATION, ACCESS AND SERVICES BRANCH (DEPUTY DIRECTOR LEVEL) REF NO: BCDCAS</u> Nature of appointment: Permanent The purpose of the post is to provide office management services and coordinate the branch activities in support of the office of the Deputy Director-General. |
| <u>SALARY</u> | : | R896 436 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Business Management or relevant field. A minimum of five (5) years' experience in office administration / office management / project administration / executive support with at least three (3) years' supervisory / Assistant Director level experience in information communications technology (ICT) environment. Skills / Competencies and Knowledge: At an advanced level in Interpersonal Relations. Quality of work. Initiatives. Planning and executions. Communication. Teamwork. Reliability. Flexibility. Reliability. Good computer skills (MS Package, i.e. Word, Excel, PowerPoint, internet and email). Office Management. Coordination and organization. Business Reporting. Analytical. Records and Document Management. Ability to work under constant pressure and pay attention to detail. Knowledge of Public Service Act, Public Service Regulations, and Public Finance Management Act and government administrative system. |
| <u>DUTIES</u> | : | The successful candidate will Coordinate and assist in collation and submission of the branch strategic plan, annual performance plan and service delivery improvement plan. Consolidate and coordinate branch quarterly and annual performance reports and loading of portfolio of evidence in the relevant system. Follow-up on branch audit queries and ensuring that they are dealt with within specified period. Coordinating submission of documents for departmental management meetings (Manco, Min Exco, EXCO, Lekgotla, Portfolio Committees, etc.). Liaison with the Ministry, DG's office and other branches and ensuring that responses are provided within specified times. Analyse submitted documents to ensure compliance with department's template and requirements and maintain effective information management system. Provide administrative and secretarial assistance for the Branch meetings and workshops and participate in branch projects and initiatives. Provide support to the DDG in effectively overseeing and managing the various resources within the Branch, including financial, human, and physical assets. Coordination of parliamentary question processes and liaise with internal and external stakeholders. Ensure compliance with the relevant public service prescripts. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/12</u> | : | <u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: ASDSD</u> Nature of appointment: Permanent The purpose of the post is to facilitate the implementation of skills development processes and activities to build the skills capacity of the Department. |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Human Resource Management / Human Resource Development or relevant field. NQF level 7 qualification will be an added advantage. A minimum of three (3) years' experience in human resource development environment with at least two (2) years' supervisory level |

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| | experience. Successful completion of an accredited Skills Development Facilitator programme will be an added advantage. Skills / Competencies and Knowledge: Quality of work. Flexibility. Planning and Execution. Communication skills. Teamwork. Reliability. Management of Human Resources. Project Management. Problem Solving and Analysis. Customer Focus. Facilitation skills and Coordination. HR Business Partnering. HR Governance and Compliance. Knowledge of HRD Information Systems. HCM/HRD Policies, Legislations, Prescripts, Directives and Procedures. |
| <u>DUTIES</u> | : The successful candidate will administer and coordinate skills development processes and activities, including the Workplace Skills Plan (WSP) and assist with the required reporting. Support processes to identify training needs to inform the development of training plans. Capture information on the relevant skills development reporting and information systems and maintain an effective filing system for learning and development programmes (Short Training Programmes, Bursaries and Professional Membership). Coordinate initiatives to conduct skills audits and assist with developing the department's skills framework and profile. Administer and coordinate training and development processes (Short Training Programmes, Bursaries and Professional Membership Fees) for DCDT in line with HRD and SCM policies and procedures. Providing technical and administrative support for Departmental Training Committee meetings. Coordinate and follow up on employees' enrolments in learning courses/training, tracking attendance and course/learning completion, including departmental. Provide support with the implementation of the DCDT Induction Programme and coordinate the NSG Compulsory Induction Programmes (CIP). Provide support with the coordination and monitoring of the Departmental Internship Programme. Implement activities to support HRD interventions, e.g., in-house or corporate training programmes, to facilitate staff development. Participate in the evaluation and impact assessment of training and development in the Department. Provide support in the development and review of HRD (Skills Development) policies. Management of resources (human and financial) allocated to the sub-directorate. Effective project management, manage financial resources, Driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/13</u> | : <u>SENIOR INFORMATION SYSTEM OFFICER REF NO: SISO</u> Nature of appointment: Permanent The purpose of the post is to facilitate the delivery of IT business solutions services. |
| <u>SALARY</u> | : R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : Pretoria, Hatfield |
| <u>REQUIREMENTS</u> | : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / System Engineering / Computer Science or relevant field. A minimum of two (2) years' experience in the information technology environment. Relevant accreditation such as CISA/ITIL/CITM/ CISSP. Skills / Competencies and Knowledge: Strong Programming skills. Quality of work. Flexibility. Planning and executions. Communication. Teamwork. Reliability. Management of human resources. Data management. IT programming. Cybersecurity. IT Networking. IT system design. Analytical skills. Knowledge of Office 365 Applications. C#. ASP.Net. Microsoft Power BI. Power Apps. Power Automate. Dataverse. SharePoint and Microsoft SQL. |
| <u>DUTIES</u> | : The successful candidate will understand business requirements and constraints on IT systems solutions. Design, implement and integrate information systems solutions to support business requirements. Conduct demand planning, solution deployment processes and continually explore and assess options for value-add. Build, modify, test and integrate service/solution designs and components that supports critical business processes. Implement systems management and integration functions that improves compute applications. Facilitate the reviewal of computer system capabilities, workflow, and schedule limitations. Troubleshoot program and system malfunctions to restore normal functioning. Facilitate the development of integrated production and inventory control and cost analysis systems. Document Technical Design specifications. Project Management Framework: Prince2. Manage financial |

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| | | resources, driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/14</u> | : | <u>SENIOR BUSINESS ANALYST OFFICER REF NO: SBAO</u> Nature of appointment: Permanent The purpose of the post is to facilitate the delivery of business analysis services. |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : | Pretoria, Hatfield |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / System Engineering / Computer Science or relevant field. A minimum of two (2) years' experience in the information technology environment. Relevant accreditation such as CCBA/CBAP. Business Analysis certification will be an added advantage. Skills / Competencies and Knowledge: Quality of work. Flexibility. Planning and executions Communication. Teamwork. Reliability. Management of human resources. Data Analysis and Visualization. IT programming. Structured Query Language (SQL). Business Intelligence (BI) Tools (Tableau and Power BI). Knowledge of Application Programming Interfaces. Cloud Computing. Data Mapping. |
| <u>DUTIES</u> | : | The successful candidate will understand business requirements and constraints on IT systems solutions. Document business, user and functional requirements. Design, implement and integrate information systems solutions to support business requirements. Contribute to the design and architecture of BI solutions. Conduct basic data analysis to extract meaningful insights from available datasets. Facilitate the development of reports and dashboards based on business requirements. Contribute to the design and layout of reports and dashboards. Support data quality initiatives by validating and ensuring the accuracy of BI outputs. Facilitate the identification and fixing problems with data quality. Facilitate knowledge sharing through maintenance accurate data. Document test scenarios in line with user requirements and facilitate user acceptance testing (UATs). Develop user manuals for applications and conduct User Training. Facilitate Change management activities. Project Management, Manage financial resources, driving change and operational excellence and Manage compliance. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/15</u> | : | <u>ADMINISTRATIVE OFFICER: HUMAN CAPITAL MANAGEMENT AND DEVELOPMENT REF NO: AOHCMMD</u> Nature of appointment: Permanent The purpose of the post is to provide secretarial and administrative support services to the unit. |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Pretoria, Hatfield |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Administration or relevant field. A minimum of one (1) to two (2) years' secretarial and administrative support experience in human resource management (HRM) environment. Skills / Competencies and Knowledge: Good Computer Skills (MS Package, i.e. Word, Excel, PowerPoint, Internet and Email). Listening. Planning and Organisation. Good Verbal and Written Communication. Records Management. Interpersonal Relations. Flexibility. Basic knowledge of Public Service Prescripts related to HRM, such as Public Service Act, Public Service Regulations, Public Finance Management Act, practices and processes. |
| <u>DUTIES</u> | : | The successful candidate will provide administrative and secretarial support services, including liaison with internal/external stakeholders as directed and coordination of meetings or workshops. Serve as a Chief User Clerk and coordinate the procurement of stationery and computer consumables. Support manager in preparing and collating financial, procurement and operational plans and reports. Handle correspondences, enquiries and maintain effective filing system. Check invoices for correctness and certify them for payment. Make bookings for venues, accommodation, meetings, workshops, travel |

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| | | arrangements and take care of the required logistical arrangements. Process all the relevant claims, package and distribute relevant documents. Receive and register correspondence addressed to the office, and respond to relevant telephonic, verbal, and documented queries. Comply with the relevant public service prescripts. Maintain an efficient database in the Chief Directorate. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/16</u> | : | <u>ADMINISTRATIVE OFFICER: LEGAL SERVICES AND LEGISLATIVE DRAFTING REF NO: AOLSLD</u> Nature of appointment: Permanent The purpose of the post is to provide secretarial and administrative support services to the unit. |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Pretoria, Hatfield |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Administration or relevant field. A minimum of one (1) to two (2) years' secretarial and administrative support experience in the corporate services management environment. Skills/Competencies and Knowledge: Good Computer Skills (MS Package, i.e. Word, Excel, PowerPoint, Internet and Email). Listening. Planning and Organisation. Good Verbal and Written Communication. Records Management. Interpersonal Relations. Flexibility. Basic knowledge of Public Service Prescripts such as Public Service Act, Public Service Regulations, Public Finance Management Act, practices and processes. |
| <u>DUTIES</u> | : | The successful candidate will provide administrative and secretarial support services, including liaison with internal/external stakeholders as directed and coordination of meetings or workshops. Serve as a Chief User Clerk and coordinate the procurement of stationery and computer consumables. Support manager in preparing and collating financial, procurement and operational plans and reports. Handle correspondences, enquiries and maintain effective filing system. Check invoices for correctness and certify them for payment. Make bookings for venues, accommodation, meetings, workshops, travel arrangements and take care of the required logistical arrangements. Process all the relevant claims, package and distribute relevant documents. Receive and register correspondence addressed to the office, and respond to relevant telephonic, verbal, and documented queries. Comply with the relevant public service prescripts. Maintain an efficient database in the Chief Directorate. |
| <u>ENQUIRIES</u> | : | Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260 |
| <u>POST 23/17</u> | : | <u>ADMINISTRATIVE OFFICER: CYBERSECURITY AND INTERNET GOVERNANCE REF NO: AOCSIG</u> Nature of appointment: Permanent The purpose of the post is to provide secretarial and administrative support services to the unit. |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Pretoria, Hatfield |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Public Administration / Office Administration or relevant field. A minimum of one (1) to two (2) years' secretarial and administrative support experience in information communication technology (ICT) environment. Skills / Competencies and Knowledge: Good Computer Skills (MS Package, i.e. Word, Excel, PowerPoint, Internet and Email). Listening. Planning and Organisation. Good Verbal and Written Communication. Records Management. Interpersonal Relations. Flexibility. Basic knowledge of Public Service Prescripts such as Public Service Act, Public Service Regulations, Public Finance Management Act, practices and processes. |
| <u>DUTIES</u> | : | The successful candidate will provide administrative and secretarial support services, including liaison with internal/external stakeholders as directed and coordination of meetings or workshops. Serve as a Chief User Clerk and coordinate the procurement of stationery and computer consumables. Support manager in preparing and collating financial, procurement and operational plans and reports. Handle correspondences, enquiries and maintain effective |

ENQUIRIES

filings system. Check invoices for correctness and certify them for payment. Make bookings for venues, accommodation, meetings, workshops, travel arrangements and take care of the required logistical arrangements. Process all the relevant claims, package and distribute relevant documents. Receive and register correspondence addressed to the office, and respond to relevant telephonic, verbal, and documented queries. Comply with the relevant public service prescripts. Maintain an efficient database in the Chief Directorate.

: Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

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| <u>CLOSING DATE</u> | : | 18 July 2025 at 16:00 (walk-in) and 00:00 (online) |
| <u>NOTE</u> | : | All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) |

OTHER POSTS

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| <u>POST 23/18</u> | : | <u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/8/124</u> Re-advertisement, applicants who previously applied must re-apply |
| <u>SALARY CENTRE</u> | : | R1 059 105 per annum, (all- inclusive salary package) Provincial Office: Kimberley |

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| <u>REQUIREMENTS</u> | : | Three (3) years tertiary qualification at NQF6 in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and/ or equivalent. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations (UIRA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Regulation (PSR). Public Service Act (PSA). Operations Systems. Skills: Leadership. Management. Financial Management. Report writing (Advance). Computer literacy. Team Building. Negotiation. Project Management. Analytical. Communication (both verbal & written). Innovative/Creative. |
| <u>DUTIES</u> | : | Monitor the registration of employers and employees' declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the unit. Manage the provision of comprehensive financial administration services. Manage the resources in the Sub Directorate. |
| <u>ENQUIRIES</u> | : | Mr Z Albanie Tel No: (053) 838 1502 |
| <u>APPLICATIONS</u> | : | Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Deputy Director: Human Resources Management |
| <u>POST 23/19</u> | : | <u>DEPUTY DIRECTOR: FACTORY PRODUCTION REF NO: HR4/25/04/32</u> |
| <u>SALARY</u> | : | R896 436 per annum, (all- inclusive salary package) |
| <u>CENTRE</u> | : | SEE, Silverton, Pretoria |
| <u>REQUIREMENTS</u> | : | Three (3) year National Diploma (NQF 6) / Bachelor's Degree (NQF 7) in Operations Management / Production Management / Woodwork / Carpentry / Fine Art. Three (3) years functional experience in Production / Operations environment. Two (2) years middle management experience at the level of ASD and a Valid driver's licence. Knowledge: Wood, Metal and Manufacturing, Wood, metal and textile, Machinery / tools / technique, Manufacturing principles / procedures, Production process, Disability, SEE Policies and Prescripts, First Aid, Knowledge of BCEA and OHSA, Quality Assurance. Skills: Managerial / Leadership, Supervision, Analytical, Negotiation and Presentation Skills, Planning: organising and Quality Control, Problem Solving, Diversity Management, Initiative and Creativity, Time Management, Report Writing. |
| <u>DUTIES</u> | : | Strengthen and maintain capacity of the Supported Employment Enterprises. Manage the production of wood, metal and textile factories. Administer the operations of the Supported Employment Enterprises. Manage staff and other resources. |
| <u>ENQUIRIES</u> | : | Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300 |
| <u>APPLICATIONS</u> | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria Email: Jobs-SEE32@labour.gov.za |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Operations, Head Office |
| <u>POST 23/20</u> | : | <u>ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/08/120</u> |
| <u>SALARY</u> | : | R468 459 per annum |
| <u>CENTRE</u> | : | Provincial Office: Kimberley |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF6) in Public Administration/ Public Management/ Financial Management/ Financial Administration. Fleet/ Transport Management, Fleet/Transport Economics, Business Management, Travel and Tourism Management / Tourism Management and Logistics Management. Four (4) years' experience of which two (2) years at Supervisory and Two (2) years functional experience in Fleet and/or Transport Services and Travel Booking. A Valid driver's license. Knowledge: Public Finance Management Act, Departmental Policies and Procedures, Project management, Intermediate Human Resources Development, General Management, Strategic Management, Skills Development Act, Labour Relations Act and Basic Conditions of Employment Act, National Road Traffic Act Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication, People management. |

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| <u>DUTIES</u> | : | Monitor compliance with Travel Management and Fleet policies in the province. Monitor asset register of the department vehicles within the province. Provide, support and oversee the procurement and operation of the subsidized motor transport scheme. Manage timeous maintenance and repair of vehicles according to the manufacturer specifications. Monitor the implementation of accident processes and procedures in the province. Manage all resources of the Division. |
| <u>ENQUIRIES</u> | : | Ms N Litheko Tel No: (053) 8381632 |
| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCKIM@labour.gov.za |
| <u>POST 23/21</u> | : | <u>ASSISTANT DIRECTOR: COID- STATUTORY SERVICES REF NO: HR 4/4/4/06/01</u> |
| <u>SALARY</u> | : | R468 459 per annum |
| <u>CENTRE</u> | : | Provincial Office: Gauteng |
| <u>REQUIREMENTS</u> | : | BPROC/LLB. Admission as an Attorney or Advocate. Two (2) years functional experience in compliance or legal service environment. Valid driver's license. Knowledge: Public Service transformation and management issues, public service Act, Treasury regulations, Departmental policies and procedures, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA, Employment Equity Act, Basic Conditions of Employment Act, Health and Safety Act, Compensation for Occupational Injuries & Diseases Act, Labour Relations Act, Employment Services Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving, Interviewing skill, Presentation, Innovative, Analytical, Verbal and written communication. |
| <u>DUTIES</u> | : | Appear in Court for enforcement of COID and OHS, Manage the implementation of COIDA & OHS in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS Enforcement. |
| <u>ENQUIRIES</u> | : | Mr M Tshabalala Tel No: (012) 309 0500 |
| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online email: Jobs-GP7@labour.gov.za |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resource Management, Provincial Office: Gauteng applications |
| <u>POST 23/22</u> | : | <u>ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: HR4/25/07/50HO</u> |
| <u>SALARY</u> | : | R468 459 per annum |
| <u>CENTRE</u> | : | Head Office Pretoria |
| <u>REQUIREMENTS</u> | : | An Undergraduate qualification at (NQF 6) as recognized by SAQA in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services environment. Knowledge: Basic understanding of policies, regulations, prescripts and legislation, understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative. |
| <u>DUTIES</u> | : | Manage and facilitate organizational development investigations. Manage and facilitate the development and review of job profile in the Department. Facilitate and conduct Job Evaluation processes within the Department. Coordinate and facilitate the development of Business Process Improvement. Conduct change management processes intervention and organizational client survey in the Department. |
| <u>ENQUIRIES</u> | : | Mr S Nkhabelane Tel No: (012) 309 4747 |

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ21@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 23/23 : **SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS REF NO: HR 4/4/8/125**

SALARY : R397 116 per annum

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : Three (3) years tertiary qualification at NQF6 with Accounting and Mathematics as major subjects or equivalent. Two (2) years relevant experience. Knowledge: Unemployment Insurance Act. Unemployment Insurance Contributions Act (UICA). Public Service Regulation. Public Service Act. Batho Pele Principles. Departmental Policies and procedures. Customer Care Skills: Communication. Listening. Computer Literacy. Customer Relations. Decision Making.

DUTIES : Monitor and oversee the assessment of all the UI Claims on the relevant systems in line with the Standard Operating Procedure. Monitor and authorize the execution of payment approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Monitor all investigated discrepancies. Supervise resources in the section.

ENQUIRIES : Ms N Litheko Tel No: (053) 838 1502

APPLICATIONS : Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 23/24 : **EMPLOYMENT SERVICE PRACTITIONER II REF NO: HR4/4/08/121**

SALARY : R397 116 per annum

CENTRE : Labour Centre: Postmasburg

REQUIREMENTS : Three (3) year's relevant qualification at NQF6 in Social Science (Psychology, Industrial Psychology/ Public Administration/ Business Management/ Public Management. Two (2) year's functional experience in a client orientated environment. A valid driver's licence. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Networking, Negotiation, Marketing.

DUTIES : Market PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for international cross boarder labour migration (ICBLM) and advice on the availability of skills. Process applications for registration and licensing of PEAs and TES. Supervise registration and referral of work seekers for the Department. Implement employment schemes, LAP Projects and Temporary Relief- Schemes. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Ms N Litheko Tel No: (053) 8381632

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCPOS@labour.gov.za

POST 23/25 : **SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/4/06/17**

SALARY : R397 116 per annum

CENTRE : Provincial Office, Gauteng

REQUIREMENTS : Undergraduate qualification in Business Administration /Management, Public Administration / Public Relations / Social Science / Accounting / Finance / HRM / Records Management at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment / Claims Processing environment of UIF or Insurance claims. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act

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| | | (UICA), Department of Employment and Labour & UIF Policies and Procedures, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal & written), Computer Literacy, Problem Solving and Planning and Organizing. |
| <u>DUTIES</u> | : | Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Equipment/Assets) in the section. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr PP Godongwana at 082 883 7553 |
| | : | Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 47 Empire Road, Parktown. For online applications email: Jobs-GP26@labour.gov.za , For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng |
| <u>POST 23/26</u> | : | <u>SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATIONS REF NO: HR4/4/5/21</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum |
| | : | Provincial Office: KZN |
| | : | Three (3) years relevant tertiary qualification at NQF6 in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Law/ Policing/ Forensic Investigations/ CFE qualification. Two (2) years functional experience in anti-fraud and corruption environment. ACFE membership will be an added advantage. Drivers licence. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Finance Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic knowledge of all labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal Procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation, Assertiveness, Attention to detail, Client focused, Organisational goal driven, Initiative, Punctuality, Self-motivated, Accuracy, Dedicated, Flexibility, Responsiveness. |
| <u>DUTIES</u> | : | Implement Fraud and Corruption Preventions Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department and external stakeholders on Fraud Prevention measures. Supervise resources in the section. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr M Mangotywa Tel No: (031) 366 2186 |
| | : | Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN15@Labour.gov.za |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Deputy Director: Human Resource Operations, KwaZulu-Natal. |
| <u>POST 23/27</u> | : | <u>CLAIMS ASSESSORS (X4 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R325 101 per annum |
| | : | Labour Centre: Kempton Park, stationed at Delta Heights (Pretoria) Ref No: HR 4/4/4/06/02 (X1 Post) |
| | : | Labour Centre: Germiston, stationed at Delta Heights (Pretoria) Ref No: HR4/4/4/06/03(X1 Post) |
| | : | Labour Centre: Pretoria) Ref No: HR4/4/4/06/0 (X1 Post) |
| | : | Labour Centre: Johannesburg Ref No: HR4/4/4/06/05 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Undergraduate qualification (NQF 6) as recognised by SAQA in Public Management/ Business Management/Operations management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom / Finance/ Administration. 1- year functional experience in claims/ medical processing environment. Experience in claims processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation, Treasury policies and PFMA regulations (legislative framework), claims handling, brand and customer oriented service delivery, relevant Compensation Fund policies, Public Service Act and Regulations, COID tariffs, Public Service charter, approved COID delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, Compensation for Occupational Injuries and Diseases Act (COID), |

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| | | Occupational Health and Safety Act (OHS, The Constitution of RSA. Skills: claim registration, tariffs administration, communication (written and verbal), analysis & interpreting information (data analysis), claim assessment/ settlement, post claims management and settlement, claims handling, claims verification and validation, monitoring & evaluation data gathering & analysis. |
| <u>DUTIES</u> | : | Adjudicate registered claims as per delegations' requirements, prepare complex claims. coordinate, capture and approve compensation benefits, handle claims enquiries and advocacy sessions, supervision of staff. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr V Mabudusha Tel No: (012) 319 1933 |
| | : | Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown |
| | | Email: Jobs-GP17@labour.gov.za for Labour Centre: Kempton Park, stationed at Delta Heights (Pretoria) |
| | | Email: Jobs-GP18@labour.gov.za for Labour Centre: Germiston, stationed at Delta Heights (Pretoria) |
| | | Email: Jobs-GP19@labour.gov.za for Labour Centre: Pretoria |
| | | Email: Jobs-GP20@labour.gov.za for Labour Centre: Johannesburg |
| <u>POST 23/28</u> | : | <u>PRINCIPAL PERSONNEL OFFICER: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO: HR4/25/07/51HO</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum |
| | : | Head Office, Pretoria |
| | : | Three (3) years relevant tertiary qualification at NQF6 in Human Resources Management/ Human Resource Development/ Training & Development/ Management of Training/ Public Management/ Public Administration. One (1) year functional experience in Performance Management. Knowledge: Departmental Policies and Procedures, Public Finance Management Act, Performance Management and Development Policies and Directives, Public Service Act, Public Service Regulations, Batho Pele Principles. Skills: Interpersonal, Communication, Computer, Facilitation, Report writing, Minutes taking, Basic Project Management. |
| <u>DUTIES</u> | : | Facilitate performance agreement and performance assessments in the Department. Verify and quality check submitted performance agreements and assessment reports on Electronic Performance Management system and provide report to supervisor. Provide secretariat and logistical support for PMDS Committees meetings. Procure goods and services for Sub-Directorate Performance Management & Committee Services. Responsible for administration of performance management on the online system. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr M Ratau Tel No: (012) 309 4605 |
| | : | Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Operations, Head Office |
| <u>POST 23/29</u> | : | <u>MEDICAL CASE COORDINATOR: PROFESSIONAL NURSE, GRADE 1-3)- REF NO: HR 4/4/06/13 (X3 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R324 384 – R382 107 per annum, (OSD) |
| | : | Grade 2: R396 132 – R466 623 per annum, (OSD) |
| | : | Grade 3: R476 367 – R610 662 per annum, (OSD) |
| <u>CENTRE REQUIREMENTS</u> | : | Gauteng Provincial Office, stationed at Delta Heights (Pretoria) |
| | : | 4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and related legal as well ethical nursing practices, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge, |

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| | | PFMA and National Treasury Regulations, Public Service Act, COIDA Act, National Health Act, Health Act, Nursing legislation, Allied Health Professions Act, Rehabilitation framework & policy, Skill Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act (OHS), Promotion of equality and prevention of unfair discrimination Act. Skills: Rehabilitation, analytical, business, financial management, knowledge management, planning and organizing, problem solving and analysis, decision making, client orientation and customer focus. |
| <u>DUTIES</u> | : | Coordinate early rehabilitation interventions according to beneficiaries needs, provide early rehabilitation intervention according to beneficiaries' needs, facilitate early to work and community re-integration programmes, maintain relationships and empower all internal and external stakeholders. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr V Mabudusha Tel No: (012) 319 1933 |
| | : | Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown Email: Jobs-GP2@labour.gov.za |
| <u>POST 23/30</u> | : | <u>MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE GRADE 1-3 (X4 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R324 384 – R382 107 per annum, (OSD) Grade 2: R396 132 – R466 623 per annum, (OSD) Grade 3: R476 367 – R610 662 per annum, (OSD) |
| <u>CENTRE</u> | : | Labour Centre: Johannesburg Ref No: HR 4/4/4/06/14 (X1 Post) Labour Centre: Kempton park (X1 Post), Vereeniging (X1 Post), Mamelodi (X1 Post) stationed at Delta Heights (Pretoria) Ref No: HR 4/4/4/06/15 |
| <u>REQUIREMENTS</u> | : | 4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and related legal as well ethical nursing practices, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge, PFMA and National Treasury Regulations, Public Service Act, COIDA Act, Occupational Health and Safety Act (OHS). Skills: Required technical proficiency, business writing, required IT skills, data, capturing, data and records management, telephone skills and etiquette. |
| <u>DUTIES</u> | : | Provide advice and recommendation in the acceptance of liability, recommend the approval of medical accounts, provide medical advice on the processing of occupational injury claims, determine PD (permanent disability) and TTD (total temporary disability), assess medical accounts on occupational injury claims and OD medical accounts. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr V Mabudusha Tel No: (012) 319 1933 |
| | : | Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown Email: Jobs-GP3@labour.gov.za for Labour Centre, Johannesburg Email: Jobs-GP4@labour.gov.za for Labour Centre, Kempton Park, Vereeniging, Mamelodi stationed at Delta Heights (Pretoria), |
| <u>POST 23/31</u> | : | <u>CLIENT SERVICE OFFICER: UIF (X88 POSTS)</u> |
| <u>SALARY</u> | : | R269 499 per annum |
| <u>CENTRE</u> | : | Kimberley Labour Centre Ref No: HR 4/4/8/126 (X10 Posts) Labour Centre: De Aar Ref No: HR/4/4/8/127 (X14 Posts) Labour Centre: Kuruman Ref No: HR 4/4/8/128 (X12 Posts) Labour Centre: Postmasburg Ref No HR4/4/8/129 (X15 Posts) Labour Centre: Springbok Ref No: HR4/4/08/130 (X14 Posts) Labour Centre: Upington Ref No: HR4/4/8/131 (X11 Posts) Labour Centre: Calvinia Ref No: HR4/4/8/132 (X16 Posts) |

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| <u>REQUIREMENTS</u> | : | Grade 12\ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA) Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's vision, Mission and Values, Customer Care Principles, Procedures and Guidelines Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Analytical, Time Management, Interpersonal, Telephone etiquette, on job training (operation system). |
| <u>DUTIES</u> | : | Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms N Litheko Tel No: (053) 8381632 |
| | : | Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley |
| | : | Applications: Deputy Director: Labour Centre Operations: Kimberley |
| | : | Email: Jobs-NCKIM@labour.gov.za |
| | : | Email: Jobs-NCDEAR@labour.gov.za |
| | : | Email: Jobs-NCKUR@labour.gov.za |
| | : | Email: Jobs-NCPOS@labour.gov.za |
| | : | Email: Jobs-NCSPR@labour.gov.za |
| | : | Email: Jobs-NCUPI@labour.gov.za |
| | : | Email: Jobs-NCCAL@labour.gov.za |
| <u>POST 23/32</u> | : | <u>CLIENT SERVICE OFFICER: IES (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R269 499 per annum |
| | : | Labour Centre Springbok Ref No: HR/4/4/8/133 (X1 Post) |
| | : | Labour Centre Calvinia Ref No: HR4/4/8/134 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12/ Matriculation; No experience required. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone Etiquette, Interviewing, Computer Literacy, Communication, Listening, Computer Literacy, Ability to interpret legislation, Problem solving. |
| <u>DUTIES</u> | : | Render services at help desk as the first point of entry within the Registration Services (Daily). Resolve all complaints on IES labour legislations received from clients within the scope and dictates of the IES SOP (Daily). Render general administrative duties and participate in advocacy sessions as and when required (Daily). |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms N Litheko Tel No: (053) 8381632 |
| | : | Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Laboria House, C/O Pniel & Compound Street, Kimberley |
| | : | Applications: Deputy Director: Labour Centre Operations: Kimberley |
| | : | Email: Jobs-NCSPR@labour.gov.za |
| | : | Email: Jobs-NCCAL@labour.gov.za |
| <u>POST 23/33</u> | : | <u>CLIENT SERVICE OFFICER: PES (X4 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R269 499 per annum |
| | : | Labour Centre De Aar Ref No: HR/4/4/8/135 (X1 Post) |
| | : | Labour Centre Springbok Ref No: HR4/4/8/136 (X1 Post) |
| | : | Labour Centre Upington Ref No: HR 4/4/8/137 (X1 Post) |
| | : | Labour Centre Calvinia Ref No: HR 4/4/8/138 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12/ National Senior Certificate; No experience required. Knowledge: All relevant Knowledge of the Departmental Policies, Procedures and Guidelines, Labour Legislations and Regulations, Employment Service Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer Literacy, Communication, Problem solving, Interpersonal, Listening, Telephone Etiquette, Interviewing, Ability to interpret legislation. |
| <u>DUTIES</u> | : | Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required. |
| <u>ENQUIRIES</u> | : | Ms N Litheko Tel No: (053) 8381632 |

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| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCDEAR@labour.gov.za Email: Jobs-NCSPR@labour.gov.za Email: Jobs-NCUPI@labour.gov.za Email: Jobs-NCCAL@labour.gov.za |
| <u>POST 23/34</u> | : | <u>RECORDS ADMINISTRATORS: BENEFICIARY SERVICES (X5 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R269 499 per annum Provincial Office, Gauteng but stationed at Sebokeng Labour Centre Ref No: HR 4/4/4/06/18 (X1 Post) Provincial Office, Gauteng but stationed at Pretoria Labour Centre Ref No: HR 4/4/4/06/19 (X1 Post) Provincial Office, Gauteng Ref No: HR 4/4/4/06/20 (X3 Posts) |
| <u>REQUIREMENTS</u> | : | Grade 12/ Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures Skills: Communication, Listening, Computer Literacy, Planning and Organizing. |
| <u>DUTIES</u> | : | Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal processes as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr PP Godongwana at 082 883 7553 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 47 Empire Road, Parktown For online applications email: Jobs-GP27@labour.gov.za , for Provincial Office, Gauteng but stationed at Sebokeng Labour Centre. For online applications email: Jobs-GP28@labour.gov.za , for Provincial Office, Gauteng but stationed at Pretoria Labour Centre. For online applications email: Jobs-GP29@labour.gov.za , for Provincial Office, Gauteng (3 posts). |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Management, Provincial Office: Gauteng |
| <u>POST 23/35</u> | : | <u>UI CLAIMS OFFICER (X4 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R269 499 per annum Labour Centre: Kempton Park, Gauteng Ref No: HR 4/4/4/06/21 (X1 Post) Labour Centre: Mamelodi, Gauteng Ref No: HR 4/4/4/06/22 (X1 Post) Provincial Office, Gauteng but stationed at Boksburg Labour Centre- Ref No: HR 4/4/4/06/23 (X1 Post) Parktown Provincial Office, Gauteng Ref No: HR 4/4/4/06/24 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Trade 12/ Senior Certificate. 0 to 6 months' experience required. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making. |
| <u>DUTIES</u> | : | Receive and assess all the UI Claims on the relevant system in line with the Standard Operating Procedure (SOP). Register all employers and verify the declarations of employees as per the relevant prescripts. Execute all payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr PP Godongwana at 082 883 7553 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 47 Empire Road, Parktown for Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng For online applications for Labour Centre: Kempton Park, Gauteng email: Jobs-GP30@labour.gov.za For online applications for Labour Centre: Mamelodi, Gauteng email: Jobs-GP14@labour.gov.za For online applications, for Provincial Office, Gauteng but stationed at Boksburg Labour Centre, email: Jobs-GP21@labour.gov.za For online applications for Parktown Provincial Office, Gauteng, email: Jobs-GP15@labour.gov.za |

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| <u>POST 23/36</u> | : | <u>CLAIMS CREDIT OFFICER REF NO: HR 4/4/4/06/25</u> |
| <u>SALARY</u> | : | R269 499 per annum |
| <u>CENTRE</u> | : | Provincial Office, Gauteng |
| <u>REQUIREMENTS</u> | : | Grade 12 /Senior Certificate. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and procedures. Skills: Financial Management, Communication (Verbal and written), Computer literacy, Time management, Planning and organizing, Analytical, Numeracy, Interpersonal. |
| <u>DUTIES</u> | : | Collect outstanding overpayments balance. Keep all overpayment Debtors records manually and electronically. Monitor the payment of benefits to clients. |
| <u>ENQUIRIES</u> | : | Mr PP Godongwana at 082 883 7553 |
| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 47 Empire Road, Parktown. For online applications email: Jobs-GP31@Labour.Gov.Za |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Management, Provincial Office: Gauteng |
| <u>POST 23/37</u> | : | <u>CLAIMS PROCESSORS (X14 POSTS)</u> |
| <u>SALARY</u> | : | R269 499 per annum |
| <u>CENTRE</u> | : | Randburg Labour Centre stationed at Delta Building- (Pretoria) Ref No: HR 4/4/4/06/06 (X5 Posts) Johannesburg Labour Centre Ref No: HR 4/4/4/06/07 (X4 Posts) Pretoria Labour Centre Ref No: HR 4/4/4/06/08 (X4 Posts) Kempton Park Labour Centre: stationed at Delta Building, (Pretoria) Ref No: HR 4/4/4/06/12 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Undergraduate qualification (NQF 6) as recognised by SAQA in Public Management/ Business Management/Operations management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom / Finance/ Administration. Experience in claims processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation, claims handling, claims verification and validation, claims litigation, claims assessment. Settlement, claims finalisation, compensation Fund business strategies and goals, Directorate goals and performance requirements, PFMA and Treasury Regulations, customer service (Batho Pele Principles), Promotion of Access to Information Act, the Constitution of RSA, Occupational Health and Safety Act (OHS), Public Service Act and Regulations, Compensation for Occupational Injuries and Diseases Act (COID). Skills: claim registration, communication (written and verbal), data capturing, data & record management, excellent communication computer skills. |
| <u>DUTIES</u> | : | Register and acknowledge claims, prepare compensation benefits, handle claim enquiries. render administration activities. |
| <u>ENQUIRIES</u> | : | Dr V Mabudusha Tel No: (012) 319 1933 |
| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand delivered at 47 Empire Road, Park town Email: Jobs-GP23@labour.gov.za for Labour Centre: Randburg stationed at Delta Building, (Pretoria) Email: Jobs-GP24@labour.gov.za for Labour Centre: Johannesburg Email: Jobs-GP12@labour.gov.za for Labou Centre: Pretoria Email: Jobs-GP15@labour.gov.za for Labour Centre: Kempton Park stationed at Delta Building, (Pretoria) |
| <u>POST 23/38</u> | : | <u>ADMINISTRATION CLERK GAP-PRET-23521830-20250630-1</u> |
| <u>SALARY</u> | : | R228 321 per annum |
| <u>CENTRE</u> | : | Head Office, Pretoria |
| <u>REQUIREMENTS</u> | : | Matriculation/ Grade 12/ Senior Certificate. No experience required. Knowledge: Departmental Policies and Procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Communication, Computer, Interpersonal, Analysis, Planning. |
| <u>DUTIES</u> | : | Control movement of document and stationery within the Sub-directorate. Render procurement support service in the Sub-Directorate ESSA |

ENQUIRIES

Coordination. Render secretariat support in the Sub-Directorate. Coordinate information on human resources matters.
: Ms. P Thobejane Tel No: (012) 309 4288

APPLICATIONS

: Essa System Enquiries: Putla at 072 250 5746 or Call centre 0860 101018
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link
<https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

FOR ATTENTION

: Sub-directorate: Human Resources Operations, Head Office

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

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| <u>APPLICATIONS</u> | : | Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject or email to: FIM05-2025@dffe.gov.za |
| <u>CLOSING DATE</u> | : | 21 July 2025 |
| <u>FOR ATTENTION</u> | : | Human Resource Management |
| <u>NOTE</u> | : | Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. |

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| <u>POST 23/39</u> | : | <u>STATE VETERINARIAN: AQUATIC ORGANISMS REF NO: FIM05/2025</u> |
| <u>SALARY</u> | : | R896 436 per annum, (all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Cape Town (Marine Research Aquarium, Sea Point) |
| <u>REQUIREMENTS</u> | : | Bachelor's Degree (NQF7) in Veterinary Science or relevant qualification as recognised by the South African Veterinary Council. A minimum of three (3) years' relevant experience in veterinary services and compulsory registration with the South African Veterinary Council. Knowledge and understanding of Aquatic Animal Health, aquaculture and production systems and related disease management protocols. Knowledge of the South African Veterinary Council (SAVC) and its requirements as well as the World Organisation for Animal Health (WOAH). Proven project planning and management principles. Sound organizing, planning and excellent communication skills. Ability to gather and analyse information. |

DUTIES

: Manage veterinary import and export control for aquatic organisms. Conduct biosecurity audit of all registered production farms. Conduct stock inspections of all registered grow-out aquaculture farms with necessary sampling, evaluation and sample storage for each stock inspection. Provide veterinary import control support for the Department. Provide support and contribute to current aquatic animal health research activities. Provide veterinary support for the Departmental aquaculture facilities Biosecurity Programme as the Biosecurity Coordinator and attending veterinarian for the facilities. Convene Aquatic Animal Ethics Committee (AAEC) meetings. Screening of aquaculture research proposals prior to submission to the AAEC. Conduct annual revision of the AAEC Standard Operating Procedures. Manage and support the development, implementation and review of aquatic animal health legislation, policies, guidelines and programmes. Participate and contribute to the establishment and functioning of the working groups relating to aquatic animal health for aquaculture. Provide technical input during the review of existing programmes, permit conditions and ensure alignment with international standard and domestic legislation as it relates to aquatic animal health. Manage and implement the National Residue Control Programme. Oversee the implementation of the aquatic animal health and bio-security programmes. Provide input into monthly sub-unit report. Develop and maintain databases.

ENQUIRIES

: Mr. A Njobeni at (082) 924 0101

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

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

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| <u>APPLICATIONS</u> | : | The Director-General (DG) of GCIS, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or to the email address provided. |
| <u>FOR ATTENTION</u> | : | Ms P. Kgopyane |
| <u>CLOSING DATE</u> | : | 25 July 2025 |
| <u>NOTE</u> | : | Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at www.gov.za/documents . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG, particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a Top Secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA. |

MANAGEMENT ECHELON

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| <u>POST 23/40</u> | : | <u>DIRECTOR: STAKEHOLDER MANAGEMENT AND SPECIAL PROJECTS</u> <u>REF NO: 3/1/5/1-25/30</u> Chief Directorate: Cluster Communication (Economic Sectors, Investments, Employment and Infrastructure Development; Justice, Crime Prevention and Security; International Cooperation, Trade and Security) |
| <u>SALARY</u> | : | R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Applicants should be in possession of an appropriate Bachelor's Degree (NQF 7) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations/ Political Science or related field majoring in Journalism/Media/ Communication/ Public Relations/Stakeholder Management. Five (5) years' experience at middle/senior management level |

with extensive experience in fostering and developing stakeholder partnership and special project management support to enhance government communication. Proven leadership capabilities and sound interpersonal skills. Required core competencies: Strategic capacity and leadership, people management and empowerment, financial management, change management, risk management, programme and project management. Process competencies: Computer literacy, knowledge management, service innovation, problem solving and analysis, client orientation, customer focus and communication. Knowledge of the Medium-Term Development Plan and deep understanding of subject matter and current events in the communication environment. Excellent writing as well as research skills to ensure the accuracy and relevance of the content.

DUTIES

: The successful candidate will be responsible for drafting the Stakeholder Engagement Strategic and Implementation Plans. Consult with internal and external structures/stakeholders. Implement the GCIS Stakeholder Strategic and Implementation Plans. Quarterly review of the GCIS Stakeholder Engagement Strategic Plan. Continuously update the stakeholder management database and matrix. Compile reports on stakeholder engagements with decision and actions and table at respective structures. Develop Memoranda of Understanding (MoUs) with stakeholders where applicable. Compile reports on stakeholder engagements with decisions and actions and table at respective structures. Build and maintain positive relationships with both internal and external stakeholders, fostering trust and collaboration. Manage stakeholder expectations and identify and resolve conflicts/potential conflicts. Identify and mitigate potential risks associated with stakeholders, especially relating to implementation of communication programmes, provision of content, conflict of interest and reputational risks. Responsible for performance planning, management and reporting of various stakeholders on collaboration and/or integration. Develop business processes, standard operating procedures, stakeholder management framework and stakeholder management policies. Manage the finances, personnel and administration of the directorate. Compile monthly, quarterly and annual OPMS (management) reports on activities of the directorate. Maintain records of stakeholder information, communication and engagement.

ENQUIRIES APPLICATIONS

: Mr David Jacobs Tel No: (012) 473 0055
: Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment20@gcis.gov.za

NOTE

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

POST 23/41

: **DIRECTOR: STRATEGY AND PLANNING REF NO: 3/1/5/1-25/31**
Chief Directorate: Strategy and Organisational Performance

SALARY

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

CENTRE REQUIREMENTS

: Pretoria
: Applicants should be in possession of an appropriate Bachelor's Degree (NQF level 7) as recognised by SAQA in Social Sciences/ Economics/ Development Planning/ Communication. A postgraduate qualification will serve as an advantage. Five (5) years' experience at middle/senior management level with extensive experience in strategic planning for government and/or entities. Ability to communicate excellently across all levels of employees in the department. Process competencies: Knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus and communication. Required core competencies: Strategic capacity and

leadership, people management and empowerment, financial management, Change Management and programme and project management. A valid driver's license and advanced computer skills.

DUTIES

: The successful candidate will be responsible for facilitating the development of the department's Five-year Strategic Plan – which includes market research and competitive analysis, analysis of industry trends and emerging opportunities and forecast; conduct annual reviews of the department's strategic plan progress and advise amendments; institutionalise strategy development practices and ensure the development of functional strategies in line with best practice; develop and maintain departmental norms and standards and a uniform framework for planning; oversee the participation of the department in national planning processes; coordinate the process of cascading the departmental planning and alignment to the Estimates of National Expenditure (ENE); scan and align positioning of the department to national imperatives; coordinate planning workshops; compilation of the departmental situational analysis and develop annual and strategic performance plans. Facilitate Branch planning workshops; develop and submit the strategy and annual performance plans; coordinate the development of Branch Annual Operational Plans (AOPs); conduct the annual review of the Service Delivery Model (SDM) and refine the department's operating model aligned to the strategy. Develop service standards and charter. Review standard operating procedures of all branches. Manage the directorate's budget. Ensure that the directorate complies with relevant Public Service legal/regulatory requirements and/or guidelines. Ensure effective implementation of the Performance Management and Development System (PMDS) for staff in the directorate. Ensure that the directorate's AOP is developed and monitored. Ensure management of directorate's operational risks.

ENQUIRIES

APPLICATIONS

: Ms Nomkhosi Peter Tel No: (012) 473 0339
: Applications may be hand delivered to Tshedimosetso House, 1035 Cnr Francis Baard and Festival streets, Hatfield, Pretoria or emailed to recruitment21@gcis.gov.za

NOTE

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

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 21 July 2025 before 12h00 noon. No late applications will be considered.

: Take note of the disclaimer mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate (submitted prior to appointment). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

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| <u>POST 23/42</u> | : | <u>DIRECTOR: INFRASTRUCTURE REF NO: DIR/INFRA/ICT/2025/07-1P</u> ICT Infrastructure Permanent |
| <u>SALARY</u> | : | R1 216 824 - R1 433 355 per annum (Level 13), (all-inclusive package) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 7) in Information Technology as recognized by SAQA. At least 6 to 10 years demonstrated experience in the ICT Infrastructure and ICT services support environment of which five (5) years should be at a middle/senior managerial level. Display extensive knowledge of ICT Services and ICT Infrastructure and how the infrastructure supports Enterprise Architecture and business services. Experience in Financial Services, especially Employee Benefits, Pension Fund or Retirement Benefits Administration, will be a distinct advantage. Computer literacy would include a good working knowledge of Microsoft Office. Knowledge of Benefits administration and ICT infrastructure support in the benefit administration environment. Knowledge of Customer relationship management (channel management) and ICT services required for solutions and network infrastructure. Industry Knowledge. Knowledge of Compliance management and procurement management in public sector. Knowledge of relevant systems. Strategic capability. Service excellence and service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Outstanding communication skills at a high level (verbal, written and presentation skills). Problem solving and analysis. Respect, courtesy, integrity and transparency. Service excellence and service delivery innovation. Team player with emotional intelligence. |
| <u>DUTIES</u> | : | The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the ICT services and Infrastructure support strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate's policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of the identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Manage the acquisition, provision extraction and retirement of infrastructure services: Manage the operational requirements of the voice and data networks to meet GPAA service level standards. Monitor daily operations such as backups, call logs and infrastructure performance to ensure availability of infrastructure. Manage all infrastructure projects to facilitate timeous delivery of stipulated objectives within budget and constraints. Monitor that the current infrastructure is robust, reliable and flexible to cope with expansion of business and user needs. Ensure maximum uptime on all critical systems and connectivity through infrastructure support. Ensure that all infrastructure services are within agreed service levels and proactively manage deviations or required service level changes. Provide best practice advice on the installations, maintenance and de-installation of infrastructure to various stakeholders, where necessary, to enhance service delivery. Manage the issuing, reception and storage of all hardware through its entire lifecycle. Report regularly on performance and outcomes of ICT Infrastructure services to ensure key operational metrics are achieved. Overseeing of operations of the business unit: Assess the provision of ICT services and infrastructure support advice to line managers to ensure that line managers are fully equipped to deal with ICT services and infrastructure support strategy related matters. Drive a culture of compliance |

with GPAA line Managers and staff to ensure greater awareness of ICT services and Infrastructure support policies and procedures. Monitor compliance with relevant legislation throughout all ICT services and infrastructure support functions. Manage planning of resource requirements for the organisation to ensure sufficient resources are in place to meet service delivery demands. Analyse service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/ clients/ stakeholders. Proactively ensure the identification and mitigation of risks. Establish and manage agreed budgets in consultation with the Chief Information Technology Officer and infrastructure support, ensuring that costs are contained. Manage, coordinate and oversee the daily operational activities of the subunit to ensure that it functions effectively and efficiently. Proactively mitigate employee relations risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Manage the potential infrastructure risks: Collaborate with relevant stakeholders to identify and manage infrastructure risks by developing appropriate mitigation strategies. Monitor that the GPAA is appropriately insured against losses and damages to assets where required so to minimise downtime costs. Coordinate completion of operational risk self-assessments for the infrastructure area, achieving greater compliance and contingency planning. Collaborate with relevant stakeholders to develop and maintain a satisfactory internal control environment that addresses the physical custody of the GPAA's assets and information. Monitor compliance to infrastructure policies and procedures to minimise risks to the internal control environment. Check that all infrastructure audit report queries are addressed to ensure greater compliance and minimise the operational risks. Control and monitor infrastructure assets: Collaborate with the Chief Information Technology Officer to develop annual asset maintenance and replacement plans for incorporation into the capital expenditure budget. Maintain infrastructure assets registers, physically verifying the integrity of assets reflected in financial records. Develop and enforce Minimum Operability Standards (MOS) for the deployment of infrastructure services. Perform infrastructure budget and expenditure reconciliations and report non-reconciling items to the Technology COE to enable immediate corrective action. Prepare quarterly capital expenditure reports for the Chief Information Technology Officer to review and approve, highlighting budget variances. Submit annual capital expenditure budgets for the Chief Information Technology Officer to review and approve, indicate how to maximise the economic useful life of assets and optimise maintenance and replacement costs. Manage all the resources in the Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilisation of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

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| <u>ENQUIRIES</u> | : | Courtney Usher at 066 269 7950 for more information. Noba Kulati Tel No: (010) 449 5000 for application enquiries. |
| <u>APPLICATIONS</u> | : | It is mandatory to apply using the following link: https://tinyurl.com/3sk8kb44 |
| <u>NOTE</u> | : | The purpose of the job is to effectively manage ICT services and infrastructure support service. One permanent position for Director: Infrastructure is currently available at the Government Pensions Administration Agency. |
| <u>POST 23/43</u> | : | <u>DIRECTOR: STRATEGIC MANAGEMENT REF NO: DIR/STRAT/2025/07-1P</u> <u>STRATEGIC MANAGEMENT</u> Permanent |
| <u>SALARY</u> | : | R1 216 824 - R1 433 355 per annum (Level 13), (all-inclusive package) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 7), Bachelor's degree, B Tech as recognized by SAQA. At least 6-10 years' demonstrated experience in the strategic planning environment of which five (5) years should be at a middle/senior managerial level. Display extensive knowledge of policy formulation, development of strategic planning documentation and modelling of data. Experience gained in Financial Services, especially Employee |

Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Computer literacy which includes a good working knowledge of Microsoft Office 365 inclusive of MS SharePoint. Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance management. Knowledge of relevant systems within the strategic planning environment. Strategic capability. Service excellence and service delivery innovation skills. Client orientation and customer focus. People management and empowerment skills. Programme and project management. Change management. Outstanding communication skills at a high level (verbal, written and presentation skills). Knowledge management. Problem solving and analysis. Respect, courtesy, integrity and transparency. Team player with Emotional intelligence.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the division strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with the best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practices regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions, including audit findings and risk management. Conduct trend analyses and forecasting. Manage and coordinate the implementation of strategy and planning programmes for the department: Develop and maintain strategic planning systems. Facilitate processes on the identification of priorities to inform GPAA's strategic plan. Analyse sector plans to ensure the alignment of GPAA to the DPSA priorities and programmes. Support GPAA with regard to the planning of processes. Determine business needs and identify areas of intervention. Develop institutional reform models and guidelines aimed at enhancing departmental strategy. Advice and partner with business units in working towards a turnaround for the department. Prepare and implement business continuity strategy for the GPAA. Manage all research and policy development in the department: Develop the research agenda for GPAA and maintain protocols for internal and external research. Coordinate and facilitate research activities on sector specific programmes. Establish partnerships and coordinate funding to conduct research. Maintain the repository of research products and facilitate dissemination of research results. Provide advice and support to internal units on policy development and approval matters. Develop and maintain protocols and guidelines for departmental policy development processes. Manage information and analytics services: Assess effective business intelligence strategies and analytics solutions. Oversee analytics projects to extract, manage and analyse customer data. Oversee the development and implementation of tools for data transformation. Developing and implementing analytics solutions and generating reports. Monitor applied statistics and data modelling to gain actionable organization insights and boost organization productivity and services. Manage stakeholders' relationships and expectations. Enforce company policies and procedures to ensure quality and prevent discrepancies. Keep abreast of industry best practices and policies. Oversee the stakeholder engagement: Assess the provision of Strategy support and advice line managers. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of strategy, policies and procedures. Monitor compliance with relevant legislation throughout all of GPAA. Analyse service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Proactively ensure the identification and mitigation of risks. Ensure information flow to and alignment with all stakeholders to ensure effectiveness engagement. Oversee the automation of business processes and records management function with the approved filing plan and record management system. Manage all the resources in the

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| | | Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilisation of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate. |
| <u>ENQUIRIES</u> | : | Rhoda Kanengeya at 061 864 3953 for application enquiries. Soniwe Marigold at 061 662 8932 for more information. |
| <u>APPLICATIONS</u> | : | It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to applications@masteck.co.za quoting the relevant reference number in the subject heading of the email. |
| <u>NOTE</u> | : | The purpose of the job is to provide strategic planning, manage information and analytics service, facilitate and conduct research and policy implementation for the GPAA. One permanent position for Director: Strategic Management is currently available at the Government Pensions Administration Agency. |
| <u>POST 23/44</u> | : | <u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DIR/MNG-ACC/2025/07-1P</u> Finance Permanent |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 216 824 - R1 433 355 per annum (Level 13), (all-inclusive package) Pretoria Head Office An undergraduate qualification (NQF level 7), Bachelor's degree, B Tech in Finance as recognized by SAQA. At least 6 – 10 years demonstrated experience in the Management Accounting environment of which five (5) years should be at a middle/senior managerial level. Experience gained in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits administration will be a distinct advantage. Membership of a professional body in the accounting field will serve as an advantage. Computer literacy that includes a good working knowledge of Microsoft Office. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel Management). Knowledge of relevant legislative requirements and GPAA policies and Procedures. Knowledge of Financial Industry. Knowledge of Financial Management, including budgeting and forecasting. Knowledge of Pension Fund Regulations and rules. Compliance Management. Knowledge of relevant Financial Systems and accounting on the Financial systems. Client orientation and customer focus. Financial Management skills. People management and empowerment skills. Problem solving and analysis. Outstanding communication skills at a high level (verbal, written and presentation skills). Knowledge management. Service excellence and service delivery innovation skills. Strategic capability. Respect, courtesy, integrity and transparency. Team player with emotional intelligence. |
| <u>DUTIES</u> | : | The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Ensure the effective financial control of operational financial management and accounting services: Manage technical preparation of annual financial statements and annual reports in compliance with all relevant financial reporting standards. Review and analyse monthly, quarterly, and annual financial statements and statutory reports as per financial calendar. Monitor financial performance and ensure provision of relevant accurate and timely business and financial / management accounts and budgets. Perform financial analysis, interpretation and provide comment on financial ratios. Provide quality feedback to CFO, Board and audit committees according to specified deadlines. Develop and implement funding model for the Entity and facilitate negotiations with relevant entities. Manage financial control and accounting in the department. Manage the taxation collection and payments to SARS with compliance with Tax legislation. Oversee the implementation and maintenance of income Tax Management policy and framework: Conduct research on latest developments, trends and practices of Income Tax management processes and policies. Ensure that all SARS tax and GEPP tax are implemented. Cascade information to line managers with tax related issues. Coordinate the administration of manual and electronic income tax processes. Oversee the administration of garnishee orders from SARS. Manage the administration of Income Tax reconciliation processes. |

Monitor control measures over sundry payment and taxation. Coordinate the finance administration: Oversee the implementation and maintenance of the finance administration guidelines and policies. Manage the administration of payroll. Coordinate the management of fixed assets. Effective management of Accounts payable. Monitor financial controls and reporting. Monitor and manage budget services and system controls in GPAA: manage medium- and long-term financial planning in line with budget processes. Monitor, manage and report on departmental revenue and expenditure. Ensure general provision of financial management is supported. Manage all the resources in the Division: Ensure the development and management of staff within the division. Implement and maintain a relevant management approach to support effective business results within the division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in line with strategic objectives and relevant regulation. Ensure effective utilization of all other resources.

- ENQUIRIES** : Destiny Penniken Tel No: (011) 883 5035 for more information. Munene Mathebula Tel No: (011) 883 5035 for application enquiries.
- APPLICATIONS** : It is mandatory to apply using the following link: <https://affirmativeportfolios.co.za/gpaa/>
- NOTE** : The purpose of the role is to oversee the Management Accounting, Budget, Reporting and Taxation management for the GPAA. One permanent position of Director: Management Accounting is currently available at the Finance Section of the GPAA.

OTHER POSTS

- POST 23/45** : **DEPUTY DIRECTOR: PROVINCIAL OFFICE EGLS (EMPLOYER AND GOVERNMENT LIAISON SERVICES) REF NO: DD/PRO/EGLS/2025/07-1P**
Client Relationship Management
Permanent

- SALARY** : R1 059 105 per annum (Level 12), (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized three-year Bachelor's degree/B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years' experience in a managerial role or middle management experience. Exposure in stakeholder management within the public service sector / Employee Benefits/Medical Aid environments may receive preference. A valid driver's license is mandatory, at least two years old. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) would be an added advantage. Geographical knowledge of the province for which application is made will be an advantage. Demonstrable customer relations experience. Knowledge of GEFP Services and products. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation (relevant to the Public Service and the Government Pension Fund). Knowledge of two indigenous languages spoken in region. Good problem-solving skills. Good organizational skills. Management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

- DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage effective operations within the provincial office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submits all statistics, reports and replies

timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the provincial office: Manage the coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office-based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant stakeholders/clients to support service delivery in the province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within provincial office: Act as a change champion for transformation by communicating, motivating and driving change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section management: Manage the performance of direct and indirect reports in accordance with the GPAA Performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Director, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risks to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639 or Melusi Dhlamini Tel No: (012) 319 1284
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email. [failure to adhere to this will result in decline of application/s].
- NOTE** : The purpose of the job is to ensure effective and efficient pension service delivery in line with GPAA strategy in the Gauteng Province and National Departments. One permanent position of Deputy Director: Provincial Office EGLS (Employer and Government Liaison Services) and one Deputy Director: Gauteng Regional Office (Pretoria) are currently available at the Government Pensions Administration Agency.

DEPUTY DIRECTOR: GAUTENG REGIONAL OFFICE REF NO:
DD/PRO/GAUTENG/2025/07-1P
client relationship management
Permanent

SALARY CENTRE REQUIREMENTS

R1 059 105 per annum (Level 12), (all-inclusive package)
Pretoria

A recognized three-year Bachelor's degree/B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years' experience in a managerial role or middle management experience. Exposure in stakeholder management within the public service sector / Employee Benefits/Medical Aid environments may receive preference. A valid driver's license is mandatory, at least two years old. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) would be an added advantage. Geographical knowledge of the province for which application is made will be an advantage. Demonstrable customer relations experience. Knowledge of GEPF Services and products. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation (relevant to the Public Service and the Government Pension Fund). Knowledge of two indigenous languages spoken in region. Good problem-solving skills. Good organizational skills. Management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

DUTIES

The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage effective operations within the provincial office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submits all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the provincial office: Manage the coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office-based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMMF (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant stakeholders/clients to support service delivery in the province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within provincial office: Act as a change champion for transformation by communicating, motivating and driving change initiatives

within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section management: Manage the performance of direct and indirect reports in accordance with the GPAA Performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Director, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risks to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639 or Melusi Dhlamini Tel No: (012) 319 1284

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email. [failure to adhere to this will result in decline of application/s].

NOTE : The purpose of the job is to ensure effective and efficient pension service delivery in line with GPAA strategy in the Gauteng Province and National Departments. One permanent position of Deputy Director: Provincial Office EGLS (Employer and Government Liaison Services) and one Deputy Director: Gauteng Regional Office (Pretoria) are currently available at the Government Pensions Administration Agency.

POST 23/47 : **SENIOR CLIENT LIAISON OFFICER (X5 POSTS)**
Client Relationship Management
Permanent

SALARY CENTRE : R582 444 per annum (Level 10)
: Cape, Free State, Western Cape, Eastern Cape and Mpumalanga
For Kimberley USE: Ref No: SCLO/KIM/2025/06-1P
For Bloemfontein USE: Ref No: SCLO/FS/2025/06-1P
For Cape Town USE: Ref No: SCLO/CT/2025/06-1P
For Bisho USE: Ref No: SCLO/BISH/2025/06-1P
For Nelspruit USE: Ref No: SCLO/NEL/2025/06-1P

REQUIREMENTS : A relevant three-year B degree/National Diploma or equivalent three-year qualification (minimum 360 credits) with three to five (3 – 5) years' experience in the Client Relationship Management environment of which two (2) years supervisory experience OR three to five (3 – 5) years' experience in the Client Relationship Management environment of which two (2) years' middle management experience. Computer literacy that would include a good working knowledge of Microsoft office products. Valid driver's license is mandatory, at least two years old (a copy will be requested to verify). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Knowledge of Employee Benefits. Knowledge of Client relations management. Knowledge of GEPF services and products. Geographical knowledge of the region applying for. Knowledge of two indigenous languages spoken in the region. Knowledge of Driving (with a valid driver's license). Good analytical skills. Good computer skills (Microsoft packages essential and systems used such as RMC and PCM will serve as an advantage). Good customer relations skills. Good problem-solving skills. Good communications skills with the ability to communicate at all levels (verbal,

DUTIES

written and presentation skills). Outgoing personality. Ability to build strong network relationships. Ability to work in a team.

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Providing education and training: Conduct training to HR unit on correct completion of GEFP and related product documentation. Conduct workshops to members, employers and stakeholders where an explanation of GPAA will be given with related processes. Conduct Roadshows to members, employers and stakeholders where an explanation of GPAA will be given with related processes. Conduct Induction Programme to members, employers and stakeholders where an explanation of GPAA will be given with related processes. Plan, develop education materials, monitor and evaluate the Programme and conduct presentations to HR unit about Retirement member campaign. Conduct training of new/current Pension Case Management system (PCM). Inculcating compliance on management of SLA. Instrumental in guiding where Mobile services are required and propose the inclusion of identifying the need for mobile services at a department or specific region within the province. Compliance of employers and stakeholders: Ensuring compliance of performance from the employer departments. Follow-up/trace missing information on outstanding documents in order to enable finalization of the process (Trace members for outstanding life certificate). Monitor documents received on Pension Case Management (PCM) on a daily basis. Ensure that SLA's are adhered to. Ensure that GPAA rules, products and processes are known and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site. Provide information regarding member cases. Facilitate meetings with relevant client departments in resolving administrative issues. Confirm member status with employer (RMC). Update member information on the RMC portal application. Requesting and receiving additional information from employer with regard to GEFP and related product documentation. Interaction with Compensation Fund regarding IOD enquiries. Collection of GEFP and related product documentation (including medical pensions and IOD): Pre-verification of documents received from employer, member and third party. Checking and capturing of documents. Bar coding, linking and indexing of documents. Scanning documents onto PEKWA. Quality assurance of each case using control sheet. Collect supporting documents for RMC processes. Collect original awards from employer regarding IOD. Provide effective administration of the unit: Supervise the Client Liaison Officers (CLO's) performance. Supervise the CLO's development and training. Effective communication to CLO's. Formal disciplinary authority. Effective management of the section and CLO's. Identify system improvement opportunities through process quality cycle. Compile feedback reports for RMC and PMC on a weekly and monthly basis.

ENQUIRIES

: Celimpilo Mthembu Tel No: (012) 319 1275 or Felicia Mahlaba Tel No: (012) 319 1455.

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email. [failure to adhere to this will result in decline of application/s].

NOTE

: Purpose of the post: The aim of the positions is to provide client outreach, education and employer compliance through: enhancement of current administrative processes and systems; Employer and labour education and training initiatives; contributing member and pensioner education and Spouse/Beneficiary education. Various permanent positions of Senior Client Liaison Officer are available at the offices of the GPAA stationed at various locations.

POST 23/48

: **ASSISTANT DIRECTOR: WITHDRAWALS REF NO: ASD: WITH/2025/06-1P**
Program 2.2 Employee Benefits
Permanent

SALARY CENTRE REQUIREMENTS

: R582 444 per annum (Level 10)
: Pretoria Head Office
: An appropriate B Degree/National Diploma or equivalent three-year qualification (at least 360 credits) within the Finance field with three (3) to five (5) years proven relevant experience within Employee Benefits environment of which two (2) years supervisory experience or two (2) years junior

management experience. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel). Knowledge of Employee Benefits. Knowledge of applicable legislation within GEPP. Knowledge of GEP law. Knowledge of GEPP services and products. Knowledge of Public Service Prescripts and Legislation. Knowledge of Civil Pension Software (CIVPEN), Workflow and Portal. Managerial and leadership skills. Ability to delegate. Ability to establish controls and monitor tasks. Planning and organizing skills. Decision making and problem-solving skills. Ability to prioritise and meet deadlines. Good communications skills with the ability to communicate at all levels (verbal, written and presentation skills). Accuracy, thoroughness and ability to detect errors. Interpersonal relations skills. Customer oriented. Persuasiveness and flexibility. Ethical business conduct – adhering to business ethics. Ability to work under pressure.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Monitor the implementation of processes and activities within the unit: Ensure the timeous and accurate processing and authorization of pension claims including the administration of death benefit payments. Assist in the identification of service delivery gaps and challenges within EB Withdrawals and broader EB environment and implement effective business solutions. Implement the Operational Business Plan for EB Withdrawals to support and achieve the strategic objectives of EB. Ensure operational compliance with applicable legislation, statutes, policies and rules to ensure that the GEPP and National Treasury are not exposed to any risk or non-compliance. Implement and maintain an effective system of internal controls, control environment and delegation of authority for the EB Withdrawals Unit to ensure that staff is accountable for decisions made and work performed. Assist in the compilation and presentation of service delivery performance reports/progress for Senior Management. Develop and Review EB operations processes and systems: Conduct analysis on policies and make recommendations. Sound knowledge and ability to utilize systems used within the Withdrawals unit. Improve business relationships with employers and other stakeholders by eliminating old cases on hand. Monthly status report to stakeholders. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and take corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan. Provide daily, weekly, monthly, quarterly and annual statistics. Ensure and maintain discipline. Continuous and consistent communication to staff.

ENQUIRIES : Mbongiseni Nkosi Tel No: (012) 399 2202 or Sisipho Manzi Tel No: (012) 319 3434

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the role is to provide management support in the implementation of all Withdrawals activities, processes and payment of pension benefits within the GPAA. One permanent position of Assistant Director: Withdrawals is currently available at the Government Pensions Administration Agency in Pretoria Head office

POST 23/49 : **ASSISTANT DIRECTOR: OFFICE MANAGER: OFFICE OF THE CEO REF NO: ASD/OM/CEO/2025/05-1P**
Office of the CEO
Permanent

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria Head Office

REQUIREMENTS : An appropriate three-year National Diploma | Bachelor's Degree or equivalent three-year qualification (with minimum 360 credits) in Public Service Administration / Office management or relevant, coupled with a minimum of three (3) to five (5) years' relevant demonstrated/practical experience within an Office Management environment. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of prescribed Regulations and Policies, PFMA, National Treasury Regulations. Knowledge of Public Service Regulations and other Government prescripts. Analytical skills. Problem-solving skills. Communication skills (written and verbal).

DUTIES

Planning and organizing skills. Report writing skills. Assertive. Proactive. Quality driven. Team player. Ability to work independently.

: The successful incumbent will be responsible for a wide variety of tasks which include but not limited to the following: To ensure, coordinate and oversee Ministerial, Parliamentary and Intergovernmental relations: Compliance with parliamentary programme. Compliance with Cabinet. Cluster Committee Programmes. Manage internal and external stakeholder relations. Relevant information is shared with stakeholders on a regular basis. Provide parliamentary support services: Attend all GPAA Portfolio and Select Committee meetings. Attend to all GPAA related Parliamentary activities. Provide feedback on Parliamentary questions and queries relating to GPAA. Provide international liaison services. Conduct proper Document Management practices: Transcribe and type written and dictated communication. Review, annotate, register, classify, prioritise and distribute incoming correspondence. Reply to correspondence of routine nature. Prepare and review submissions. Record and route outgoing correspondence. File all relevant documents for record purposes. To maintain and establish an efficient administrative system for coordinating work: Develop and maintain records management system in the Office of the CEO as per GPAA's approved file plan. Develop a disposal programme (Office of the CEO) in sync with the National Archives Act. Screen and register incoming submissions. Requisition of stationery and office resources as and when required. Manage and update the filing system in the office to ensure easy access to filed documents. Coordination of the submission of Executive Managers (Head Office and Regions) weekly schedules. Coordination of submission of quarterly reports. Coordination of staff reviews and engagement with direct staff. Planning, reporting and coordination of stakeholder engagements and meetings.

ENQUIRIES

: Ms Nthabiseng Mosimanyana Tel No: (012) 319 1324 or Mr Kgauelo (Vusi) Makua Tel No: (012) 399 2299

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of this role is to manage, coordinate and oversee Ministerial, Parliamentary and Intergovernmental relations. One permanent position of Assistant Director: Office Manager is currently available at the Government Pensions Administration Agency in Pretoria Head office

POST 23/50

: **ASSISTANT DIRECTOR: INTERNAL AUDIT (ICT) REF NO: ASD/IT-AUDIT/2025/06-01P**
Internal Audit
Permanent

SALARY

: R468 459 per annum (Level 09)

CENTRE

: Pretoria Head Office

REQUIREMENTS

: A recognized three-year National Diploma/B Degree/B Tech qualification in Internal Audit / Information Systems Audit (NQF 6 with at least 360 credits). Coupled with three to five years Internal Audit working experience in IT Auditing and with (2) years' supervisory / management experience. Professional registration as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) will be preferred/ideal Membership of the Institute of Internal Auditors South Africa (IIA). Computer literacy that would include a good working knowledge of Microsoft Office products. Computer literacy in TeamMate and ACL/data analytics will be an advantage. Knowledge of IT audits (applications and general controls) and assisting the organization to achieve its objectives and mitigate risks. Knowledge of Internal audit procedures and systems. Knowledge of principles & applications of good corporate governance, business and operational risk and control processes and procedures. Knowledge of SA Public Service & Labour Legislation including Public Service Act, LRA, OHS Act, King Report. Knowledge of Standards for the Professional practice of Internal Auditing and the Code of Ethics developed by Institute of Internal auditors (IIA) and COBIT framework. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Management Information Systems terminology, concepts & practices. Knowledge of Pension Fund legislation. Knowledge of Financial and Technical report writing. Problem solving ability / skills. People Management & empowerment. Presentation skills. Customer relationship management skills. Monitoring & Evaluation techniques. Project management skills. Analytical

DUTIES

thinking. Attention to detail. Honesty and integrity. Customer focus. Team player. Professionalism.

: The successful candidate will be responsible for the following functions and include but not limited to: Supervise and participate in the development of strategic internal audit plans: Identify the key risk areas for GPAA emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based on audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the Chief audit executive in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls / objectives, to determine their effectiveness and efficiency through internal audits: Prepare notification letters, engagement letter and audit project plan. Prepare the risk and control matrix to identify risks, controls and system/process weaknesses or gaps, and advice on remedial actions. Develop proposals to determine the scope of allocated internal audits. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program and approval of the audit program from the CAE before execution. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit report for each engagement. Monitor progress on the implementation of agreed upon action plans and prepare a findings analysis report. Review, collect information and compile reports to the CAE and Audit manager: Review progress reports. Compile and present Annual and Quarterly reports to the CAE and audit team. Keep up to date with new developments in the internal audit environment: Study professional journals and publications to ensure that cognisance is taken of new developments. Continuously monitor and study the relevant industry, legislative changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as required / prescribed. Supervise employees to ensure an effective internal audit service: General supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates (Auditors). Advise and lead subordinates regarding all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that all subordinates are trained and developed to enable them to deliver work efficiently and effectively of the required standard. Provide inputs for the enhancement of the audit methodologies and technologies.

ENQUIRIES

: Shandukani Tshiuda Tel No: (012) 319 1102 or Mapule Mahlangu Tel No: (012) 399 2639

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to supervise and execute internal audit assurance and consultancy engagement to support the implementation of the approved Internal Audit Operational Plan, providing assurance on Governance, Risk Management and control processes in accordance with IIA Standards and Legislative framework. One permanent position for an ASD: Internal Audit (ICT) is currently available at the Government Pensions Administration Agency.

POST 23/51

: **OFFICE MANAGER (X4 POSTS)**
Client Service Management
Permanent

SALARY CENTRE

: R468 459 per annum (Level 09)
: Kimberley in Northern Cape, Cape Town in Western Cape, Nelspruit in Mpumalanga and Bloemfontein in Free State.
For Kimberley USE: Ref No: OM/CRM/KIMB/2025/06-1P
For Cape Town USE: Ref No: OM/CRM/CT/2025/06-1P
For Nelspruit USE: Ref No: OM/CRM/NEL/2025/06-1P
For Bloemfontein USE: Ref No: OM/CRM/BFN/2025/06-1P

REQUIREMENTS

: A degree/N Dip or equivalent three-years qualification (with minimum 360 credits) with a minimum of three to five (3 -5) years' relevant experience in the Client Relations Management environment. The experience gained should include at least two (2) years' supervisory experience or two (2) years junior management experience. Computer literacy that would include a good working

knowledge of Microsoft Office products. A valid driver's license is mandatory, at least two years old (a copy will be requested to verify). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region applying for. Knowledge of two indigenous languages spoken in the region. Knowledge of driving (hence the requirement for a valid driver's license). Good analytical skills. Computer literacy. Good customer relations. Problem solving skills. Good communications skills with the ability to communicate at all levels (verbal, written and presentation skills). Ability to build strong network relationships. Ability to work in a team. Outgoing personality.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Supervise effective operations management within the office: Implement and maintain an annual operational performance plan complemented by action plans for service delivery in the Provincial offices. Provide input and advice on policy development and ensure effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of the Batho Pele Principles within the Branch/Provincial office in all interactions with internal and external customers. Provide input to the Provincial Manager to enable the achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implementation of Risk Management plan and report on risk according to the required format. Generate and submit reports accurately and in a timely manner. Inform the Provincial Manager about work progress, problems and corrective measures applied. Track, resolve, and escalate delays in the payment process. Supervise provincial service channels (mobile, walk-in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office-based auditing of procedures. Ensure compliance with audit findings. Provide administrative support in compliance with SHERQ (Safety, Health environment, Risk and Quality). Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain internal control processes for the section: Recommend Internal procedures and processes which will improve the effectiveness and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision making. Ensure successful implementation of the system and process enhancement, updates and amendments within the office. Maintain relationships with all relevant stakeholders/clients to support service delivery in the province: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholders/clients' enquiries and complaints. Coordinate administrative support at outreach initiatives. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action (including disciplinary action) where required. Develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances (keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES

: Sanele Ngema Tel No: (012) 399 3501 or Kgaugelo Makua Tel No: (012) 399 2299.

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to coordinate the administration of client services at the Provincial/Branch Office. Various permanent positions of Office Manager

are currently available at the Government Pensions Administration Agency: Client Relations Management Section across Provinces.

| | | |
|----------------------------|---|--|
| <u>POST 23/52</u> | : | <u>CLIENT LIAISON OFFICER (X2 POSTS)</u> Client Relationship Management |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Eastern Cape (Port Elizabeth) and Western Cape (Cape Town) For Port Elizabeth USE: Ref No: CLO/CRM/PE/2025/06-1P For Cape Town USE: Ref No: CLO/CRM/CT/2025/06-1P |
| <u>REQUIREMENTS</u> | : | A three-year degree/national diploma or equivalent three-year qualification (at least 360 credits) with a minimum of 3 – 5 years' relevant experience in the Client Relations management environment. A valid driver's license is mandatory, at least two years old (a copy will be requested to verify). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region applying for. Knowledge of two indigenous languages spoken in the region applying for. Driving skills (hence the requirement of a driver's license). Good analytical skills. Strong customer orientation with good customer relations skills. Excellent problem-solving skills. Ability to build strong network relationships. Ability to work in a team. Ability to take responsibility and to work independently. Good communications skills both written and verbal with the ability to communicate at all levels including excellent presentation skills. Outgoing personality. |
| <u>DUTIES</u> | : | The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Providing education and training: Conduct training to HR Unit on correct completion of documentation to be submitted to GPAA. Conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed. Conduct Induction programmes to employees and stakeholders to create understanding of products used and processes to be followed. Plan presentation of education materials, monitor and evaluate the effectiveness of programmes conducted, recommending enhancements. Market new services offered by GPAA by conducting training of new/current users including Pension Case Management system (PCM). Promote compliance with GPAA's processes and procedures. Compliance of employers and stakeholders: Check reported feedback regarding compliance of performance from the employer departments. Follow-up/trace missing information on outstanding documents in order to enable finalisation of the process (Trace members for outstanding life certificates). Analyse documents received on PCM to provide feedback to departments on core issues identified, highlighting key issues to Senior Client Liaison Officer. Ensure that GPAA rules, products and processes are understood and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site. Provide information regarding member cases. Facilitate meetings with relevant client departments in resolving administrative issues. Confirm member status with employer (RMC). Update member information on the RMC portal application. Requesting and receiving additional information from employer with regards to medical and IOD. Interaction with Compensation Fund regarding IOD enquiries. Collection of all documentation: Pre-verification of documents received from employer, member and third party. Checking and capturing of documents. Bar coding, linking and indexing of documents. Scanning documents onto PEKWA. Quality assurance of each case using control sheet. Collect supporting documents for RMC processes. Collect original awards from employer regarding IOD. |
| <u>ENQUIRIES</u> | : | Elimpilo Mthembu Tel No: (012) 319 1275 or Felicia Mahlaba Tel No: (012) 319 1455. |
| <u>APPLICATIONS</u> | : | It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email. |
| <u>NOTE</u> | : | The purpose of the Client Liaison Officer is to provide client outreach, education, and employer compliance. Various permanent positions of Client Liaison Officer are currently available at the offices of the GPAA stationed at various locations. |

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| <u>POST 23/53</u> | : | <u>OFFICE SUPERVISOR (X4 POSTS)</u> Client Relationship Management Permanent |
| <u>SALARY CENTRE</u> | : | R397 116 per annum (Level 08) |
| | : | Northern Cape (Kimberley); Western Cape (Cape Town); Mpumalanga (Nelspruit); Gauteng (Pretoria) |
| | | For Kimberley USE: Ref No: OS/CRM/NC/2025/06-1P |
| | | For Cape Town USE: Ref No: OS/CRM/WC/2025/06-1P |
| | | For Nelspruit USE: Ref No: OS/CRM/MP/2025/06-1P |
| | | For Gauteng USE: Ref No: OS/CRM/GAUTENG/2025/06-1P |
| <u>REQUIREMENTS</u> | : | A relevant three-year Diploma/Degree or equivalent three-year qualification (minimum 360 credits) coupled with three (3) years' experience in Client Relationship Management environment, of which 12 months supervisory experience OR A relevant three-year Diploma/Degree or equivalent three-year qualification (minimum 360 credits) coupled with five (5) years' Client Relationship management experience. Computer literacy that would include a good working knowledge of Microsoft office products. Knowledge of Employee Benefits. Knowledge of client relations management. Knowledge of GEPP services and products. Geographical knowledge of the region applying for. Knowledge of two indigenous languages spoken in the region applying for. Good analytical skills. Good computer skills (Microsoft packages). Good customer relations skills. Good problem-solving skills. Good communications skills with the ability to communicate at all levels (verbal, written and presentation skills). Outgoing personality. Ability to build strong network relationships. Ability to work in a team. |
| <u>DUTIES</u> | : | The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Monitor and resolve queries within CRM referred from front line service points/mobile office within service level agreements: Ensure follow-ups and finalization of enquiries referred to other business units, within agreed time frames. Ensure that emails, web queries, posted queries / courier services, faxes are responded to within an allocated time frame. Provide further information from other business units required to resolve inquiries. Ensure completion of updating on the systems. Resolve queries and complaints escalated by CSA's. Monitor quality of service provided by CSA'S. Provide and monitor Client Liaison Services within the Office: Interact with other departments on outstanding queries. Provide relationship management on any changes happening in the various business units. Provide / request feedback to various stakeholders via emails or telephone on / for outstanding information as well as on finalized cases. Manage the administration of documents received. Ensure that all documents are scanned and indexed. Provide administrative support at outreach initiatives. Compile reports and give feedback to the relevant stakeholders / clients: Compile and edit reports. Assist with the annual audit. Report on activities within back office or mobile office. Check and update consolidated / escalation enquiries and complaints. Supervision of staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions. |
| <u>ENQUIRIES</u> | : | Sisipho Manzi Tel No: (012) 319 3434 or Mbongiseni Nkosi Tel No: (012) 399 2202 |
| <u>APPLICATIONS</u> | : | It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s]. |
| <u>NOTE</u> | : | The aim of the positions is to oversee and implement the administration of the clients' services at provincial / branch / mobile office. Various permanent positions of Office Supervisor are currently available at the offices of the GPAA stationed at various locations. |
| <u>POST 23/54</u> | : | <u>ADMIN SUPPORT: INTERNAL AUDIT REF NO: AS/IA/2025/06-1P</u> Internal Audit Permanent |
| <u>SALARY CENTRE</u> | : | R397 116 per annum (Level 08) |
| | : | Pretoria Head Office |

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| <u>REQUIREMENTS</u> | : | A three-year National Diploma/B Degree or equivalent three-year qualification (at NQF 6 with at least 360 credits) in Public Service Administration/Risk Management/Internal Audit with 3 years relevant experience within the Internal Audit. Computer literacy that would include a good working knowledge of Microsoft Office products and exposure in Teammate will be an advantage. Experience in supporting audit committee or executive committee, through relationship management and logistics may receive preference. Knowledge of Corporate Governance (King IV). Knowledge of Risk Management Processes (COSO, ISO 31000). Knowledge of Teammate. Knowledge of Prescribed Regulations & Policies such as Public Service Regulations, PFMA, National Treasury Regulations and other Government prescripts. Analytical skills. Problem solving skills. Communication skills (verbal and written). Planning & Organizing skills. Report writing. Assertive. Proactive. Quality driven. Problem solver. Ability to work independently. Team player. |
| <u>DUTIES</u> | : | The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Provide general support to the Internal Audit Component Risk Analysis and monitoring process: Assist with the formulation of Internal controls. Assist in developing internal control policies, procedures and processes. Render assistance in audit testing of potential risk areas and identify reportable issues. Monitor and assure compliance with internal control functions as contained in the legislative framework and departmental policies. Assist in conducting quarterly internal control projects from the planning, execution, and reporting phase of the projects. Assist in conducting of follow up on the findings raised by Internal Control, and AGSA. Assist in the administration of request of information for purpose of internal and external audit. Assist in the reviewing of the AFS for interim and final audit for both internal and external auditors. Management and updating of Internal Audit System (Teammate): Document risk information on Teammate system. Assist in planning, scheduling and providing end-user training on Internal Audit/Risk software. Administration of the Teammate. Capture progress notes on Teammate after monitoring (implementation of action plans). Print Reports from Teammate. Conduct proper Document management practices: Transcribe and type written and dictated communication. Review, annotate, register, classify, prioritise and distribute incoming correspondence. Reply to correspondence of routine nature. Prepare and review submissions. Record and route outgoing correspondence. File all relevant documents for record purposes. Provide Administrative support to the Internal Audit Unit: Provide logistical support services for meetings, workshops and seminars relating to internal control. Assist in Co-coordinating GPAA Committee meetings. Prepare GPAA Audit Committee meeting packs before the meeting. Assist with any administrative duties to ensure effective operation of risks to the GPAA Audit Committee and the Unit. |
| <u>ENQUIRIES</u> | : | Mapule Mahlangu Tel No: (012) 399 2639 |
| <u>APPLICATIONS</u> | : | It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email. |
| <u>NOTE</u> | : | The purpose of the role is to ensure efficient and effective administrative support of Internal Audit activities and secretariat of the audit committee. One permanent position for an Admin Support: Internal Audit is currently available at the Government Pensions Administration Agency |
| <u>POST 23/55</u> | : | <u>SENIOR ADMINISTRATION OFFICER: EB WITHDRAWALS REF NO: SAO/EB/2025/06-1P</u> Program 2.2 Employee Benefits Permanent |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | An appropriate and recognized three-year qualification (Degree/National diploma/equivalent three-year qualification with at least 360 credits – NQF 6) within the Finance field with three (3) years appropriate proven experience in Employee Benefits which should include twelve (12) months supervisory experience OR an appropriate and recognized three-year qualification (Degree/National diploma/equivalent three-year qualification with at least 360 credits – NQF 6) within the Finance field with five (5) years appropriate proven experience in Employee Benefits. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and |

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| | Word, as well as CIVPEN, Workflow and Portal. Knowledge of Employee Benefits, GEP Law. Knowledge of applicable Legislation within GEPF. Knowledge of Civil Pension Software (CIVPEN), Workflow and Portal. Knowledge of GEPF products and services. Knowledge of Public Service Prescripts and Legislation. Ability to establish controls and monitor tasks. Supervisory skills. Planning and organizing skills. Good communication skills with the ability to communicate at all levels (verbal, written and presentation skills). Interpersonal skills. Administration skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Customer service orientation. Persuasiveness and flexibility. Ability to work under pressure. Ethical business conduct – adhering to business ethics. Accountability. Teamwork. |
| <u>DUTIES</u> | : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Supervise payment processes within the Withdrawals Unit: Effective administrative supervision of the processing and authorization of pension claims. Administrative supervision of incoming claims: programming and distribution of pension claims for processing and authorization. Administrative supervision of Rejected and Redirected claims. Administrative supervision of payment and Master letters & Quality Assurance of authorized Claims. Administrative supervision of declined Tax Directives enquiries and Letters thereof. Administration supervision of claims 60 days and older on the MIS. Supervision of effective document tracking and management thereof. Effective daily productivity management by target(s). Effective error management by target(s). Submission of Statistics & Reports. Effective response and resolution of enquires. Achievement of Withdrawals Operational objectives linked to the Service Legal Agreement and Annual Performance Plan. Reporting of System problems. Supervise payment processes within the unit: Thorough explanation and interpretation of GEP Law, policies, rules and regulations. Monitor regular adherence to current processes and procedures and put improvements in place. Assistance in removing CIVPEN warnings before cases go to payments for finalization. Ensure safe custody of payment cases. Ensure customer queries are resolved amicably. Ensure escalated queries are attended to urgently. Check accuracy of manual calculations. Identify payments that need manual intervention or re-calculation. Authorize captured pension benefit and recover all liabilities. Report system problems and fraudulent actions and possible risks to Managers. Supervise the effective administration of the unit: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions. |
| <u>ENQUIRIES</u> | : Mbongiseni Nkosi Tel No: (012) 399 2202 or Sisipho Manzi Tel No: (012) 319 3434 |
| <u>APPLICATIONS</u> | : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email. |
| <u>NOTE</u> | : The purpose of the role is to effectively and efficiently supervise EB Withdrawals Processes within GPAA. One permanent position for a SAO: EB Withdrawals is currently available at the Government Pensions Administration Agency |
| <u>POST 23/56</u> | : <u>SENIOR ADMINISTRATION OFFICER EB SPECIAL PROJECTS REF NO: SAO/EB-SP/2025/06-3P (X3 POSTS)</u> Program 2.2 Employee Benefits Permanent |
| <u>SALARY</u> | : R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : Pretoria Head Office |
| <u>REQUIREMENTS</u> | : An appropriate and recognized three-year qualification (Degree/National diploma/equivalent three-year qualification with at least 360 credits – NQF 6) preferably in the Finance field with three (3) years appropriate proven experience in Employee Benefits which should include twelve (12) months supervisory experience OR an appropriate and recognized three-year qualification (Degree/National diploma/equivalent three-year qualification with at least 360 credits – NQF 6) preferably within the Finance field with five (5) years appropriate proven experience in Employee Benefits. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word, as well as CIVPEN, Workflow and Portal. |

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| | | Knowledge of Employee Benefits, GEP Law. Knowledge of applicable Legislation within GEPF. Knowledge of Civil Pension Software (CIVPEN), Workflow and Portal. Knowledge of GEPF products and services. Knowledge of Public Service Prescripts and Legislation. Ability to establish controls and monitor tasks. Supervisory skills. Planning and organizing skills. Good communication skills with the ability to communicate at all levels (verbal, written and presentation skills). Interpersonal skills. Administration skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Customer service orientation. Persuasiveness and flexibility. Ability to work under pressure. Ethical business conduct – adhering to business ethics. Accountability. Teamwork. |
| <u>DUTIES</u> | : | Supervise Employee Benefits processes within the unit: Interpretation and application of the relevant laws, rules, regulations and policies to ensure accurate EB processing. Sound knowledge and ability to utilize systems used within the unit. Effective checking of cases. Effective management and record keeping of errors in the section. Provide update on status of projects to managers. Assistance in approving or rejecting quotes received from members. Assistance in authorizing quotations. Assistance in keeping record of paid cases for all the Departments. Supervise payment processes within the unit: Thorough explanation and interpretation of GEP Law, policies, rules and regulations. Monitor regular adherence to current processes and procedures and put improvements in place. Assistance in removing warnings before cases go to payments for finalization. Payments of Past Discriminatory practices. Ensure safe custody of payment cases. Ensure customer queries are resolved amicably. Ensure escalated queries are attended to urgently. Check accuracy of manual calculations. Accurately identify payments that need to be done manually / re-calculated. Authorize captured pension benefit and recover all liabilities. Report system problems and fraudulent actions and possible risks to Managers. Ensure that documents are correctly linked to the correct CP and pension number. Effective processing of forms for the death benefits payments. Supervise the effective administration of the unit: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions. |
| <u>ENQUIRIES</u> | : | Mbongiseni Nkosi Tel No: (012) 399 2202 or Sisipho Manzi Tel No: (012) 319 3434 |
| <u>APPLICATIONS</u> | : | It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email. |
| <u>NOTE</u> | : | The purpose of the role is to effectively and efficiently supervise EB Processes within GPAA. Various permanent positions for SAO: Special Pensions are currently available at the Government Pensions Administration Agency |
| <u>POST 23/57</u> | : | <u>SENIOR FUND ACCOUNTANT CONTRIBUTIONS MANAGEMENT REF NO: SFA:CM/2025/06-3P (X3 POSTS)</u> Program 2.2 Employee Benefits Permanent |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | An appropriate B Degree/National Diploma or equivalent three-year qualification (at least 360 credits) in Finance/related field with 3 years' proven experience within Finance/Contributions Management/Retirement fund administration/ retirement processing environment of which 12 months includes supervisory experience. An appropriate B Degree/National Diploma or equivalent three-year qualification (at least 360 credits) in Finance /related field with 5 years proven experience within a Finance / Contributions Management / Retirement Fund administrator / Retirement processing environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel). Knowledge of Administration of Employee Benefits (including retirement industry experience). Knowledge of applicable legislation within Employee Benefits. Knowledge of Financial Administration. Knowledge of GEPF services and products. Business analytical skills. Planning and organizing skills. Decision making and problem-solving skills. Interpersonal relation skills. Customer oriented. Ability to |

DUTIES

communicate effectively at all levels. Ability to work independently. Honesty, reliability & integrity. Ability to work under pressure. Ability to delegate. Managerial, motivation and training skills. Retirement industry courses and

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure the reconciliation of Electronic and Manual Contributions for GEPP and updating of member's pensionable salary amount for the issuing of Benefit Statements. Manage fund accountants reporting to you and tasks assigned to them. Check, confirm and sign off S-drive reconciliations for all employers submitted by fund accountants (Manual employers only). Manage collection and accounting of contributions for the following month. Compile monthly sign off reconciliations for all the GEPP Funds to be reviewed and signed off by the supervisor. Authorization of contributions refunded to employers. Monitor issuing of Benefit Statements. Keep the benefit statement schedule up to date for submission and a record of statements submitted. Keep monthly statistics of progress of benefits statements issued. Compile weekly, monthly and quarterly reports. Financial year end reconciliation. Responsible for disciplinary authority. Oversee the Billing run reconciliation, Pensionable salary confirmation – Exit form Z102 calculations and Maintenance of member records. Z102's calculation and maintenance. Compilation of Z102 stats. Sign off debt acknowledgements form. Liaise with stakeholders. Monitor the complaint register and ensure queries are resolved timeously. Provide age analysis of Z102. Compile weekly, monthly and quarterly reports. Reconciliation of billing run transactions after billing run. S-drive reconciliation of salaries and personal details. Ensure the Purchase of Service (POS) and Leave Without Pay (LWP) collection. Reconciliation of Purchase of Service at member level. The receipt and collections of Purchase of Service installments for all GEPP Funds and all participating employers. Compile reconciliations sign off for all GEPP Funds. Confirmation of Purchase of Service period and outstanding amount upon receipt of withdrawal file. Oversee Reconciliation of Additional Liability Claims. Raising new Additional Liabilities claims. Checking late payment interest calculation for all employers and sign off interest letters. Ensure acknowledgement letters and other correspondence are sent to employers. Compile monthly sign-off reconciliations for all Additional Liability outstanding claims. Check performed employer additional liability estimate calculations and liaise with employer timeously. Supervision of staff. Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that all subordinates are informed about changes in the work environment or management decisions. Responsible for discipline and productivity management.

ENQUIRIES

: Felicia Mahlaba Tel No: (012) 319 1455 or Mphilo Mthembu Tel No: (012) 319 1275

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to provide accounting and administrative services to the Manual Contribution function within the Government Pensions Administration Agency. Various permanent positions for Senior Fund Accountants are currently available at the Government Pensions Administration Agency

POST 23/58

: **FUND ACCOUNTANT CONTRIBUTIONS MANAGEMENT REF NO: FA:CM/2025/06-6P (X6 POSTS)**
Program 2.2 Employee Benefits
Permanent

SALARY CENTRE

: R325 101 per annum (Level 07)
: Pretoria Head Office

REQUIREMENTS

: An appropriate B Degree/National Diploma or equivalent three-year qualification (at least 360 credits) in Finance/related field with 2 years' proven experience within Finance/Contributions Management/Retirement fund administration/ retirement processing environment/ related environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel) and experience in BAS / Polfin / similar accounting system will serve as an advantage. Knowledge on performing reconciliations. Knowledge of Administration of Employee Benefits. Knowledge

DUTIES

of applicable legislation within Employee Benefits, Financial Administration, GEPF service and products. Business analytical skills, Decision making and Problem-solving skills, Communication skills (written and verbal), Interpersonal relation skills, Customer Oriented, Ability to work independently, Honesty. Reliability and Integrity, Ability to work under pressure.

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Administer the capturing, allocation of receipts, reconciliation of Electronic and Manual Contributions for GEPF and updating member's pensionable salary amount for the issuing of benefit statements. Receive Bank and PMG statements from the finance section. Compare Bank statements and PMG statements with each other and do follow up on unknown. Capture and journalize receipt on CIVEN using source document. Allocation of receipts for Manual and electronic contribution employers as per salary schedule immediately after receipt would be allocated as per above breakdown. Capture journals for correction and adjustment of employer records. Collection and submission of salary schedules and follow up in writing on outstanding salary schedules supporting contribution payments. Reconciliation of contributions collected with salary schedules received. Calculation of Interest on outstanding contributions and liaise with the employer. Keep statistics on total of all errors identified fixed records and total benefits submitted to the members. Compile financial year end manual employers' provisions of contributions. Send members' benefit statement for all Manual members. Request PDF benefit statement and save on mainframe for access by the CLOs. Follow up on Basic Accounting System (BAS) / Polfin / add hoc payment with no proof/member or employer information. Loading warning on members record upon receipt of proof of payment (for all arrears/outstanding documentation). Amend receipt once confirmation is received. Send financial year end letters to employers. Conduct Member level reconciliation, billing run, updating and data cleansing for member and employer. Update and maintenance of members personal and salary after monthly reconciliation of contributions. Update personal information. Performing of member level reconciliation. Liaise with the employer department to facilitate the correction of members' records. Send list of new admissions to membership to admit members and exit of terminated members with relevant information update admission dates. Executed billing run for manual employers to create debts for each employer per fund. Creation of new employer code and PFI (payer) code and loading of bank details. Maintenance of employer information. Calculate arrears and refunds. Calculate arrears if a member has not contributed for a certain period. Send a letter with the attached calculations to the employer for payment on amount due. Upload salaries for arrear payment received. Receive and register refund requests from employers. Load a warning on the system of outstanding arrears. Calculate additional interest on arrears not received. Compile refund letters to the employer. Liaise with membership section to assist in updating member's service date. Update member/employer enquiry register. Confirmation of pensionable salary upon exit (Z102 calculations and Maintenance of member records). Receiving the member's exit (Z102) with contributions errors. Confirm that the Z102 Salary notches loaded are correct and ties up with Salary notches on the system. Extract member and employer contribution records. Confirm Z102 salaries with manual recon on S-drive for manual employers. Loading pensionable salary amount on the system. Performing the Short and Long Calculation of member's contributions. Find defective or missing data by investigating each member's record and facilitating corrections. Where payments were not received, recalculate arrear contribution plus interest. Upon receipt of arrears contributions, amend the arrear contribution warnings and send the Z 102 to the relevant section for further processing. Dispatch the member's documents/file to relevant section for further processing. Compiling daily stats and keeping record of all write-off amounts. Purchase of Service (POS) and Leave Without Pay (LWP) installments collection. Monthly reconciliation and adjustment of member debt records. Allocating payment received against the member's debt. Capture journals for the adjustment and correction of member's debt. Send letters to the member and employer regarding the outstanding POS debt. Loading pensionable salary amount on the system. Update member's purchase of service record/s upon receipt of exit file/withdrawal documents. Performing member's debt reconciliation to confirm whether all contributions were received. Effective performance of reconciliation for suspense account. Accurate passing of journal adjustments to adjust and

correct payments and member/employer records. Completing individual reconciliation. Effective reconciliation of Additional Liability claims. Raising additional liability claims debts. Capturing and allocation of receipt for Additional Liability payments received. Performing reconciliations to identify overpayment, under payments and non-payment of claims. Calculating late payment interest, sending of interest letters and adjusting employers debt timeously. Performing benefit calculations for members who wish to retire early by performing benefit calculations estimate manually and on web calculator. Performing age analysis on the long outstanding debt. Arranging the meeting with employers where disputes have been raised. Facilitating recalculations with other sections concerned if disputes arise

ENQUIRIES

: Felicia Mahlaba Tel No: (012) 319 1455 or Mphilo Mthembu Tel No: (012) 319 1275

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to provide accounting and administrative services to the Manual Contribution function within the Government Pensions Administration Agency. Various permanent positions for Fund Accountants are currently available at the Government Pensions Administration Agency

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**APPLICATIONS**

- : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed and signed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>

CLOSING DATE
NOTE

- : 18 July 2025 at 12 pm
- : Only South African Citizens and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview by shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications and those not meeting the requirements will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

OTHER POST**POST 23/59**

- : **COMMUNICATION OFFICER: JOBS FUND PMU REF NO: G06/2025**
Term: 24 Months Fixed-Term contract

SALARY
CENTRE
REQUIREMENTS

- : R468 459 per annum (Level 09), plus 37% in lieu of benefits
- : Pretoria
- : A bachelor's degree/ Advanced Diploma (NQF Level 7) in Communications or related field, a Postgraduate qualification in journalism, and/or communications, and or public relations will be advantageous. 3-4 years of experience in management, promotion and delivery of corporate communications strategic and operational activities, and public relations. Experience working in a public sector is highly desirable. Competencies Required: Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's organisation or other organisations. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Concern for Quality and Order: Desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining an information system. Commitment to Learning: Actively pursues learning and development in order to achieve results and to contribute to continuous improvement. Supports and encourages the learning and development of others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Administrative

Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Public Finance: Field of economics that studies government activities and the alternative means of financing them. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process, and public affairs as it pertains to NT, includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Economic Principles: Basic knowledge and understanding of economics' main concepts such as supply and demand, price, marginalism, etc. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work, and contractor performance. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks, and consequences. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively.

DUTIES

: The Communications Officer is responsible for developing and implementing the Jobs Fund (JF) communication strategy, including its social media strategy, and Planning and coordinating the implementation of the Fund's knowledge agenda. This includes producing content and knowledge products, managing logistics for all Jobs Fund knowledge-sharing events, conducting research on the Jobs Fund Portfolio, liaising with Jobs Fund Partners and ensuring Jobs Fund communication protocols are adhered to; media monitoring, preparing and responding to internal and external enquiries, managing the Fund's communication database and records and branding. Research: Conduct research on Jobs Fund-related issues and prepare content for external distribution. Design, write and/or produce presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for websites, social media platforms and promotional videos. Monitor and analyse media coverage. Communications Framework: Coordinate communications strategy, including the development of brochures, social media posts, website content, articles, corporate publications, and media releases to maximise impact of the Fund. Update the communications guidelines for staff and Jobs Fund Partners. Subscribe to relevant publications, Newsletters, and websites to keep abreast of developments in the fields of Communications and Public Relations (PR) and socio-economic development. Sharing the insights and knowledge gained for use or consideration by the Jobs Fund. Seek opportunities for the participation of the Jobs Fund in relevant events, conferences, and workshops. Develop, communicate and monitor compliance against guidelines and procedures related to organisation-wide communications policy. Website and Social Media Administration: Leverage existing and emerging technologies to engage audiences, including integration of social media into marketing campaigns and activities to maximise effectiveness. Review and redevelop the presentation of the website, intranet, social media, and other digital applications to ensure currency and communication excellence whilst enabling continuous improvement. Produce content and coordinate all social media activity (Twitter, Facebook, LinkedIn) and manage corporate social media accounts. Inbound and Outbound Communication: Coordinate and monitor JF's internal communication programme. Produce content for internal communications, including the

newsletter and Ministerial Updates. Manage the Jobs Fund mailbox and ensure all enquiries are responded to within the prescribed time. Escalate issues to management. Attend to internal and external enquiries and requests (e.g., from the National Treasury, from JF partners and the public) after obtaining the necessary approvals from management. Coordinate the communication with applicants during funding rounds. Respond to queries from applicants; ensure that unsuccessful applications to the JF are timeously informed; communicate eligibility criteria to unsuccessful applicants as per instructions from management. Communicate approved publications and invitations to internal and external stakeholders as applicable. Database Management: Proactively identify key stakeholders and contacts that can be useful in promoting the Jobs Fund network and influence and with management concurrence, update the Jobs Fund Contacts Database. Be the custodian of the media list, the communications database, and the enquiry log. Maintain and update the databases as per the prescribed intervals which could be daily, a few times per week, monthly or quarterly. Monthly submission of the enquiries log report and summary of activity to management. Liaise with legal regularly on POPIA compliance and remove any individuals from the database who no longer wish to receive JF publications. Events: Plan and implement promotion of events to target audiences in order to maximise JF's profile (such as webinars, press conferences, open days, exhibitions and site visits). Coordinate requests from Jobs Fund Partners and External stakeholders for JF to participate in events, obtaining the relevant approvals from management. Prepare speaking notes and/or presentations for events. Promotions and Marketing: Prepare impact stories from the Jobs Fund Portfolio of projects. Convert JF Evaluation results into knowledge products. Assist in providing content, production and design advice for all marketing/ PR/ communications publications as required. Develop new knowledge products including journal articles publication and facilitate other information-sharing opportunities to assist in achieving marketing targets. Coordinate market research to understand the needs of specific target groups and ensure maximum participation in all internal and external JF surveys and polls.

ENQUIRIES

:

Kaizer Malakoane at 066 250 7072
Email: Kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HEALTH

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

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| <u>APPLICATIONS</u> | : | The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail. |
| <u>FOR ATTENTION</u> | : | Ms M Shitiba |
| <u>CLOSING DATE</u> | : | 21 July 2025 |
| <u>NOTE</u> | : | All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. |

MANAGEMENT ECHELON

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| <u>POST 23/60</u> | : | <u>DIRECTOR: MATERNAL AND NEONATAL HEALTH REF NO: NDOH 63/2025</u> Chief Directorate: Women's Maternal and Reproductive Health |
| <u>SALARY</u> | : | R1 216 824 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines. |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and NQF 7 qualification in Health Science registrable with a statutory council. A relevant post-graduate degree at NQF 8 will be an advantage. At least five (5) years' experience at a middle/senior management (or equivalent) level in family health, neonatal and/or maternal health. Knowledge of and experience in policy development, drafting and implementation. Specialised knowledge in the management of birth defects, safe motherhood and BANC, enquiries into maternal and neonatal deaths processes, PMTCT, HIV/AIDS and TB. Knowledge and experience in |

monitoring and evaluation of programmes. Good communication (verbal and written), interpersonal, and computer (MS package) skills. Ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. The SMS pre-entry certificate is required for appointment finalization.

DUTIES : Reduce maternal deaths and improve maternal health outcomes. Provide leadership at National and Provincial level in terms of the reduction of maternal morbidity and mortality. Develop policy guidelines and facilitate the improvement in maternal health. Reduce neonatal deaths and improve neonatal health outcomes. Provide direction and facilitate implementation and monitoring of strategic programmes in neonatal health. Build strong partnership with maternal, newborn and VTP stakeholders. Support provinces with the development and monitoring of responsive implementation plans. Engage statutory councils and professional organisations for effective and efficient development of professional human resources. Manage the human and financial resources and the operational activities of the directorate. Develop and oversee implementation of the directorate's annual operational plan and respond to audit queries and parliamentary questions.

ENQUIRIES : Dr L Bamford Tel No: (012) 395 8019

POST 23/61 : **DIRECTOR: SECURITY SERVICES REF NO: NDOH 69/2025**
Directorate: Security Services

SALARY : R1 216 824 per annum (An all inclusive remuneration package) (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE REQUIREMENTS : Pretoria
: A Grade 12 certificate and NQF 7 qualification as recognised by SAQA in Security Administration/ Security Management/ Risk Management/ Policing/Social Science or related qualification. At least five (5) years of experience at middle/senior managerial level in the Security field. Experience in State Security Agency will be an advantage. Knowledge and understanding of risk management, project management, disciplinary procedures and communication security (cryptography). Knowledge of Minimum Information Security Standards (MISS), Public Finance Management Act and relevant public sector policies and its interpretation. Knowledge of Security environment (National Intelligence Agency, South African Police Services and National Prosecuting Authority). Good communication (verbal and written), strategic capability and leadership, client orientation, people management and empowerment, programme and project management, change management, problem solving and analytical, financial management, customer focus and responsive, conflict management, planning, organizing and negotiation skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Manage physical and personnel security in the department. Develop guidelines for managing access control to the Department, manage information security, and ensure compliance with OHSA specifications. Manage vetting in the department. Develop uniform standards for security clearance levels. Administer security appraisals and vetting of employees and contractors. Manage the screening process of companies and service providers as per the Departmental procurement process. Ensure effective information security management. Develop document security systems. Monitor and coordinate communication security matters. Manage finance, personnel, risk, and audit. Ensure risk assessments are conducted to determine security threats and ensure that current security measures comply with security policies and standards.

ENQUIRIES : Ms Q Gambu at Qhakazile.Gambu@health.gov.za

OTHER POSTS

POST 23/62 : **ASSISTANT DIRECTOR: HIV RAPID TESTING REF NO: NDOH 64/2025**
Cluster: HIV AIDS and STIS

SALARY : R468 459 per annum, (plus competitive benefits)
CENTRE : Pretoria

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| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and Diploma (NQF 6) qualification in Medical Technology or equivalent qualifications that requires registration with HPCSA. At least three (3) years' experience at a supervisory level in HIV and AIDS and STIs environment. Knowledge of laboratory services, HIV/AIDS and HTS field, policy development, and government rules and regulations. Good computer (MS Office package), budget, interpersonal, planning and organising, problem solving and communication (written and verbal) skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to work irregular hours and travel frequently as required. |
| <u>DUTIES</u> | : | Development, facilitation of the implementation of quality management systems approach on HIV Rapid Testing in all the public health facilities and other HCT implementing agencies. Secure funding for the Quality Assurance (QA) project through the NICD. Facilitate enrolment of all facilities on the quality assurance program. Review roll out plans for QA to the rest of the country and monitor implementation per provincial plan. Facilitate the correct use of rapid HIV test kits that are on national tender within public health facilities and support procurement, availability and utilization of rapid HIV test kits that are on national tender including other HTS implementing agencies. Capacitate counsellors on HIV Rapid Test training (HRT) and Provide Initiated Counselling and Testing (PICT) for medical professionals. Mentoring of lay counsellors to complete competency assessment leading to certification. Facilitate the roll out of HCT campaigns to the hard-to-reach communities as per the NSP, APP targets. Support provinces with pooling of resources to meet the set annual target. Participate on the arrangement of national HTS campaigns coupled with other services like MMC, TB and other health screening. |
| <u>ENQUIRIES</u> | : | Mrs G Shabangu Tel No: (012) 395-9151 / 9200 |
| <u>POST 23/63</u> | : | <u>ASSISTANT DIRECTOR: CLINICAL TB CARE REF NO: NDOH 65/2025</u> Directorate: HIV/AIDS Prevention Strategies |
| <u>SALARY</u> | : | R468 459 per annum, (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and NQF 6 qualification in Health Science or Social Science as recognized by SAQA. Post graduate qualification in public Health will be an advantage. At least three (3) years' experience in health programme management, training or facilitation, clinical management of TB and/ or HIV patients, stakeholder management working in public health care environment. Knowledge of HIV & AIDS and TB field, policy development, government rules and regulations. Knowledge and understanding of South African public health system, TB programme and applicable policies and legislation. Good communication (verbal and written), project management, decision making, analytical, stakeholder management, organizing and computer skills (MS Office package). |
| <u>DUTIES</u> | : | Strengthen integration of TB and HIV services. Provide technical support to Provinces on the implementation of the appropriate model for TPT and care at District, Facility and Community levels. Organise and conduct training. Provide technical assistance to Provinces and Districts in the development of their training plans. Conduct TB management training for nurses and other health care providers on the treatment of TB infection. Conduct support visits to priority Provinces and Districts to monitor programme implementation. Ensure uninterrupted supply of medicines used for the treatment of TB infection. Conduct an investigation of stock-outs in pharmacies and depots. Implementation of the end TB and closing the gap campaigns. Provide technical support on the implementation of the campaigns at provincial and district levels. |
| <u>ENQUIRIES</u> | : | Ms G Shabangu Tel No: (012) 395 9157 |
| <u>POST 23/64</u> | : | <u>ASSISTANT DIRECTOR: HCT PROVINCIAL SUPPORT REF NO: NDOH 66/2025</u> Directorate: HIV/AIDS Prevention Strategies |
| <u>SALARY</u> | : | R468,459 per annum (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and NQF 6 qualification in Health Science as recognized by SAQA. At least three (3) years' experience at a supervisory level in HIV and AIDS and STIs environment. Knowledge of HIV & AIDS and HCT field, policy development, government rules and regulations. Knowledge of project |

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| | | management, data management and monitoring of health programmes, public health and biostatistics. Good communication (verbal and written), leadership, planning, organizing, problem solving, coordination and computer skills (MS Office package). Ability to handle pressure and perform multiple tasks. |
| <u>DUTIES</u> | : | Support the review, development and finalization of business plans. Support provinces in relation to HCT reporting, monitoring and evaluation. Coordinate monthly meetings with provinces. Support provinces in the management of HCT data. Coordinate and support provinces in trainings for HCT. Maintain and manage database of all operational HCT service points. Monitor the implementation of the business plans according to the conditional grants. Conduct quarterly conditional grant reviews. |
| <u>ENQUIRIES</u> | : | Mrs G Shabangu Tel No: (012) 395 9151/9200 |
| <u>POST 23/65</u> | : | <u>LOGISTICS OFFICER: PAYMENTS REF NO: NDOH 67/2025</u> Directorate: Supply Chain Management |
| <u>SALARY</u> | : | R325 101 per annum, (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and NQF 6 in Accounting/Supply Chain Management/ Logistics Management or Finance qualification. At least one (1) year experience working with payment of invoices within the public service. Knowledge of LOGIS and BAS, PFMA, Treasury regulation and government policies. Knowledge and thorough understanding of all government's procurement processes as well as any acts and regulations pertaining to the supply chain management. Good communication (verbal and written), problem solving, supervisory, leadership and computer skills (MS Office packages). Ability to work under constant pressure. |
| <u>DUTIES</u> | : | Process payments on LOGIS. Verify and pre-authorize all LOGIS payments within prescribed regulations and policies. Document control and reporting on payments. Investigate causes of late payments and supply reasons with supportive documentation. Provide copies of all invoices to be included in Accruals. Match and verify loaded invoices on Invoice Tracking System (ITS). Print invoices received on the central invoice e-mail and distribute to payment clerks. Finalize transactions on ITS and physical batches. Clear all transactions and attach stubs on ITS. Supervise human resources/staff. Ensure good office discipline and fair distribution of work. |
| <u>ENQUIRIES</u> | : | Ms JP Jekwa Tel No: (012) 395 9332 |
| <u>POST 23/66</u> | : | <u>REGISTRY CLERK – PRODUCTION REF NO: NDOH 68/2025</u> Directorate: Human Resource Administration This is a re-advertisement. Applicants who have previously applied need to re-apply. |
| <u>SALARY</u> | : | R228 321 per annum, (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Senior Certificate (Grade 12) or equivalent NQF 4 qualifications. Records management certificate and experience in archiving will be an advantage. Knowledge of registry duties and practices as well as the ability to capture data and operate computers. 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 the registry and basic knowledge of filing. Good communication (written and verbal), interpersonal, flexibility, planning and organization and computer (MS package) skills. Ability to work independently and with a team. |
| <u>DUTIES</u> | : | Provide registry counter services. Handle incoming and outgoing correspondence. Sort, register and amalgamate transfer in the file. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Maintain the filing tracing schedule. Handle archiving and transferring records. Maintain the file register. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. |
| <u>ENQUIRIES</u> | : | Mr D Morodi Tel No: (012) 395 8581 |

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE

: 21 July 2025

NOTE

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

ERRATUM: Please note that the requirements for the post of Senior Court Interpreter with Ref No: 2025/04/MP, as advertised in Public Service Vacancy Circular 22 dated 27 June 2025 with closing date 14 July 2025 include "Grade 12 with ten (10) years practical experience in court interpreting". We apologies for the inconvenience caused.

MANAGEMENT ECHELON**POST 23/67**: **CHIEF EXECUTIVE OFFICER (CEO) REF NO: 10/03/25 OLSO**
(5 Year Contract)**SALARY**: R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement**CENTRE**

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REQUIREMENTS

: An NQF level 7 as recognized by SAQA in Commerce or Management Science/Business Administration/Management and Public Management; 5 years' experience in Senior Management supplemented with good administrative and legal experience will be an added advantage; Knowledge of the relevant Public Service legislation and Legal Practice Act; Knowledge and understanding of Financial Management Act, Treasury Regulations, Public Audit Act 2004; Knowledge of South African Law and legal system; Knowledge of Strategy and policy development; Knowledge of the Constitution of South African; Knowledge of procurement prescripts and procedures; Advanced knowledge and experience in stakeholder management practices. Skills and competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management and

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| | | Diversity; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Honest and Integrity; Communication. |
| <u>DUTIES</u> | : | Key Performance Areas: Monitor investigations and define complaints investigative scope and process in line with mandate of the Office of the Legal Services Ombud (OLSO); Lead the development of organizational long term and short-term strategies; Oversee the provisioning of stakeholder management services and community outreach programmes; Manage organisational performance by ensuring that OLSO strategic goals and objectives are met; Ensure the provision of organisational risk, anti-corruption and integrity management services; Oversee the management of ICT systems to ensure that services rendered to the public are efficient and accessible; Create an enabling and conducive environment for the investigations of complaints; Manage the development and implementation of corporate related policies; Manage and oversee the Financial Governance of OLSO by Preparing Budget, Expenditure, Costing, management reporting and internal control processes for the OLSO; Manage human resources, supply chain and asset management and oversee the provision of facilities management services. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms MV Shivuri Tel No: (010) 023 5508 |
| | : | Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001 OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue, Centurion or Email: Olsoenquiries@Justice.Gov.Za . |
| OTHER POSTS | | |
| <u>POST 23/68</u> | : | <u>SENIOR LEGAL ADMINISTRATION OFFICER: INTERNATIONAL AND LEGAL TREATY AFFAIRS (MR6) REF NO: 25/69/CD (X2 POSTS)</u> |
| <u>SALARY</u> | : | R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement |
| <u>CENTRE REQUIREMENTS</u> | : | National Office: Pretoria |
| | : | An LLB Degree or four year legal qualification as recognized by SAQA; At least 8 years appropriate post qualification legal experience; Knowledge of South African foreign policy and national interest, international law and international relations; Knowledge and understanding of the Constitution, legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and competencies: Legal research; Legal drafting; Applied Strategic thinking; Applied technology; Budgeting and financial Management; Communication and information management; Continuous improvements; Citizen focus and responsiveness; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising; Decision Making skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Coordinate the strengthening of international cooperation on Mutual Legal Assistance and Extradition; Manage and process requests for mutual legal assistance and extradition; Manage the implementation of the Reciprocal Enforcement of Maintenance Orders Act; Coordinate and facilitate Service of Process abroad and in South Africa; Conduct research and draft legal opinions on Departmental matters; Manage human, finance and other resources. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. M. Modibane Tel No: (012) 315 1668 |
| | : | Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu . |
| <u>NOTE</u> | : | People with disabilities are encouraged to apply |

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| <u>POST 23/69</u> | : | <u>SENIOR LEGAL ADMINISTRATION OFFICER: NATIONAL REGISTER FOR SEX OFFENDERS (MR6) REF NO: 25/71/CS</u> |
| <u>SALARY</u> | : | R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement |
| <u>CENTRE REQUIREMENTS</u> | : | National Office: Pretoria |
| | : | LLB Degree or a four year legal qualification as recognized by SAQA; At least 8 years appropriate post qualification legal experience; Knowledge of Criminal, Civil and family cases; Knowledge of Jurisprudence law cases; Knowledge of Interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts. Skills and competencies: Computer Literacy; Applied Strategic Thinking; Applied Technology; Budgeting and Financial Management; Communication and Information Management; Continuous Improvements; Citizen Focus and Responsiveness; Developing Others; Diversity Management; Impact and Influence; Managing Interpersonal Conflict and Resolving Problems; Planning and Organising; Project Management. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage the verification process of applications for certificates and removal of particulars of sex offenders; Manage the stakeholder relations and compliance to the Act by all relevant institutions; Compile a list for stakeholders and entities that require certificates for reporting purposes to the NSP – GBVF; Recommend the issuing of clearance certificate upon approval of applications; Manage human, finance and other resources. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr. S. Kgafela Tel No: (012) 315 1042 |
| | : | Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. |
| <u>NOTE</u> | : | People with disabilities are encouraged to apply |
| <u>POST 23/70</u> | : | <u>ASSISTANT DIRECTOR: COURT INTERMEDIARY REF NO: 2025/03/M</u> Re-advert, applicants who previously applied are encouraged to re-apply |
| <u>SALARY</u> | : | R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Mpumalanga Provincial Office: Nelspruit |
| | : | Medical practitioners with specialization in pediatrics or psychiatry; General practitioners and family physicians with at least three years' experience in working as qualified medical practitioners; Occupational therapists, speech therapists, audiologists, physiotherapists and art therapists with at least three years of experience in working as qualified therapist or audiologists; Clinical, counselling or educational psychologists with at least two years of experience in working as qualified psychologists; Professional nurses who have worked for at least three years in a psychiatric or a pediatric ward in a hospital; Family counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who fall under any of the categories or classes of persons referred to in this section; Social workers with at least two years' experience in social work; Educators with a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary educational institutional and have at least three years' experience in teaching in working as qualified teacher; Early childhood development practitioners, who have at least ten years' experience in working as early childhood development; and Child and youth care workers with at least three years' experience in working as child and youth care worker; and Community trauma counsellors who have received at least two weeks training in trauma counselling and have at least ten years' experience in working as trauma counsellors. Proof of registration in the relevant field and in accordance with legislative requirements; Exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages. A minimum of 3 years' experience in intermediary services at supervisory level. Certificate of competency to appear in court as Court Intermediary. A National Register of Sex Offenders (NRSO) vetting certificate. A valid driver's license. Knowledge of the Constitution of RSA, Criminal Procedure Act, Criminal Law (Sexual Offences and Related Matters) Amendment Act, Children's Act, |

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| | | Domestic Violence Act; Be fluent in the predominant language(s) of the jurisdictional area of the court; Knowledge and understanding Human Right's, Children 's and mentally disabled communication patterns and styles; Knowledge of legal terms and terminology; Knowledge of relevant prescripts, policies and practices, Knowledge and understanding of the legislative framework governing Public Service (Financial Management and regulatory framework /guidelines, the Public Service Act 103 of 1994 . the Public Service Regulations 2016, Treasury Regulations, the Public Finance Management Act). Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses and elderly); Social context, trauma and basic counselling skills; people's and interpersonal skills; Customer focus and responsiveness; Language proficiency (English, Xitsonga, Siswati, Zulu, Ndebele and Sepedi); Ability to communicate at a child's level, Ability to engage with all vulnerable witnesses; Ability to demonstrate containment skills when interacting with others, Ability to provide containment skills when required during the intermediary session. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage and coordinate Intermediary Services in the Cluster; Manage operational efficiency of Intermediary services in the Clusters; Manage, consolidate and analyse intermediary services information, statistics and reporting, Facilitate and coordinate training and development of Court Intermediaries; Monitor the maintenance of equipment in Courts at testifying rooms and related resources; Provide effective people management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr DS Nkosi at 083 299 4906 |
| | : | Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice & Constitutional Development; Private Bag X11249; Nelspruit; 1200 or 4th Floor Nedbank Building; 24 Brown Street; Nelspruit; 1200 |
| <u>POST 23/71</u> | : | <u>LEGAL ADMINISTRATION OFFICER: INTERNATIONAL LEGAL AND TREATY AFFAIRS (MR1 - MR5) REF NO: 25/70/CD</u> |
| <u>SALARY</u> | : | R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | National Office: Pretoria |
| | : | An LLB Degree or four year legal qualification as recognized by SAQA; Appropriate post qualification legal experience; Knowledge of South African foreign policy and national interest, international law and international relations; Knowledge and understanding of the Constitution, legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and competencies: Legal research; Legal drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Team leadership. |
| <u>DUTIES</u> | : | Key performance Areas: Assist in the coordination of international cooperation on Mutual Legal Assistance and Extradition; Process requests for Mutual Legal Assistance and Extradition; Implement the Reciprocal Enforcement of Maintenance Orders Act; Facilitate the Service of Process abroad and in South Africa; Conduct research and draft legal opinions on Departmental matters. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr. S. Kgafela Tel No: (012) 315 1042 |
| | : | Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu . |
| <u>NOTE</u> | : | People with disabilities are encouraged to apply |

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| <u>POST 23/72</u> | : | <u>SECRETARY TO THE PROVINCIAL HEAD: NORTH WEST REF NO: 25/VA08/ NW</u> |
| <u>SALARY</u> | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Office of the Provincial Head: Mafikeng |
| <u>REQUIREMENTS</u> | : | Grade 12 with typing as a subject or Secretarial Certificate; Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Literacy; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs). |
| <u>DUTIES</u> | : | Key Performance Areas: Provides a secretarial/receptionist support service to the manager; Provides a clerical support service to the manager; Provides support to the manager regarding meetings. |
| <u>ENQUIRIES</u> | : | Ms. PM Seletedi Tel No: (018) 397 7088/ 7106 |
| <u>APPLICATIONS</u> | : | Please direct your application to: https://forms.office.com/r/X2XaVPasWu or hand delivery at 22 Molopo Road, Ayob Gardens, Mafikeng. |

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **Gauteng:** Pretoria/ Provincial Service Centre/Johannesburg/Labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Free State High Court:** 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.
- Limpopo/ Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699
- Mpumalanga/ Middelburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- North West Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, cape Town.

CLOSING DATE
NOTE

- : 18 July 2025
- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the

advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

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| <u>POST 23/73</u> | : | <u>COURT MANAGER REF NO: 2025/157/OCJ</u> |
| <u>SALARY</u> | : | R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement |
| <u>CENTRE REQUIREMENTS</u> | : | Gauteng Division of the High Court: Pretoria |
| | : | Matric Certificate and a three (3) year National Diploma in Management or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A Degree in Management or Administration at NQF level 7 will serve as an added advantage. A minimum of six (6) years relevant experience of which three (3) years should be at (ASD level/Junior Management level). A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management, Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time Management and ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : | Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management Services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary. |
| <u>ENQUIRIES APPLICATIONS NOTE</u> | : | Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 |
| | : | Applications can be sent via email at 2025/157/OCJ@judiciary.org.za |
| | : | The Organisation will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 23/74</u> | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2025/158/OCJ</u> |
| <u>SALARY</u> | : | R468 45 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Provincial Service Centre: Gauteng |
| | : | Grade 12 and National Diploma in Supply Chain Management/ Retail business /Purchasing /Economics / Finance/ Financial Management/ Procurement/ Logistic/ Public Administration or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA A minimum of three (3) years' experience in Supply Chain Management environment. A minimum of 3 years supervisory experience. Candidates with LOGIS experience will have an added advantage. Skills and Competencies: Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of Public |

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| | | Sector Procurement process, rules and regulations. Knowledge of LOGIS will serve as an added advantage. Accuracy and attention to detail. Good communication skills (written and verbal). Good administration and organisation skills. Ability to work under pressure. Self-motivated and meet deadlines. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : | Coordinate Supply Chain Management Process within the Province. Implement asset and disposal management within the province. Coordinate contract Management process in the province. Facilitate SCM reporting for procurement. Supervise and develop staff. |
| <u>ENQUIRIES</u> | : | Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/158/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organisation will give preference to candidates in line with the Employment Equity goals |
| <u>POST 23/75</u> | : | <u>LAW RESEARCHER REF NO: 2025/160/OCJ</u> |
| <u>SALARY</u> | : | R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance |
| <u>CENTRE</u> | : | Gauteng Division of the High Court: Pretoria |
| <u>REQUIREMENTS</u> | : | Grade 12 Certificate. LLB degree or four year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : | Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues, as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible, variations on a legal point with colleagues and/or the Judge's attention. Prepare a comprehensive, memorandum on the outcome of the research. Proofread all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes so that the Judge can accept or decline, any proposed changes. Monitoring and bringing to the attention of the Judges new developments, in law and Jurisprudence. Performing any court related work requested to improve the efficiency of the court. |
| <u>ENQUIRIES</u> | : | Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/160/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organisation will give preference to candidates in line with the Employment Equity goals |
| <u>POST 23/76</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/161/OCJ</u> |
| <u>SALARY</u> | : | R397 116 – R467 790.per annum (Level 08). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Mpumalanga Division of the High Court: Middelburg |
| <u>REQUIREMENTS</u> | : | A Grade 12 and three years (03) National Diploma in Public Administration/ Administrative Management / Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in the administration field and a valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as added advantages. 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. Skills and Competencies: Communication skills (verbal & written), Problem solving skills, Good public relations skills, |

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| | Monitoring and analytical skills. Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills. Knowledge of Understanding and experience of logistical arrangements required for the effective functioning of governance structures, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service and knowledge of Batho Pele principles. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : Provide support to the senior managers with daily clerical tasks. Keep up breasts with the leave administration for the office. Provide support with the compilation of monthly, quarterly reports and annual corporate calendar. Prepare meeting agenda and attendance register Collate monthly and quarterly reports. Monitor meetings attendance by Governance Committees members. Respond to the queries of stakeholders. Ensure general supervision of employees. Allocate duties and perform quality control of the work delivered by officials. Manage leave of staff. Advise and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage and monitor financial system i.e. JYP, JDAS, BAS etc. Ensure compliance with the PFMA and Financial standard. Verify S&T claims and Trip Authority for correctness before submission for approval. Formulate administration policies. Review office policies and procedures. Update existing protocols and office policies. |
| <u>ENQUIRIES</u> | : Technical Related Enquiries: Ms Yd Seswene Tel No: (013) 492 2213 HR Related Enquiries: Mr Sj Zwane/ Mv Maeko Tel No: (013) 758 0000 |
| <u>APPLICATIONS</u> | : Applications can be sent via email at 2025/161/OCJ@judiciary.org.za |
| <u>NOTE</u> | : The Organisation will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 23/77</u> | : <u>SENIOR COURT INTERPRETER REF NO: 2025/162/OCJ</u> |
| <u>SALARY</u> | : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : Gauteng Division of the High Court: Johannesburg |
| <u>REQUIREMENTS</u> | : Applicants should be in possession of grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 years National Diploma (NQF 6) in Legal interpreting or equivalent qualification on NQF Level 6 (360 credits) and a minimum of three (3) years practical experience in court Interpreting. Proficiency in English, Afrikaans, Isixhosa, Isizulu, Sesotho, Setswana, Sepedi, Isiswati, Tsonga and Tshivenda, selobedu, sepulani, isiNdebele, sign language and any foreign language will be an added advantage) candidates will be required to undergo oral written language proficiency testing. A valid driver's license will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work to work under pressure and solve problems, Accuracy and attention to detail, customer service. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required. |
| <u>ENQUIRIES</u> | : Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 |
| <u>APPLICATIONS</u> | : Applications can be sent via email at 2025/162/OCJ@judiciary.org.za |
| <u>NOTE</u> | : The Organisation will give preference to candidates in line with the Employment Equity goals. |

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| <u>POST 23/78</u> | : | <u>JUDGES SECRETARY REF NO: 2025/164/OCJ (X2 POSTS)</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Western Cape Division of the High Court: Cape Town |
| | : | Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree will serve as an added advantage (results must accompany the application). A minimum of two (2) years secretarial experience. Experience in legal/court environment will serve as an added advantage. a valid driver's license will serve as an added advantage., shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : | Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines. |
| <u>ENQUIRIES</u> | : | Technical/HR related Enquiries' S Hlongwane Tel No: (021) 469 4032/8 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/164/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organisation will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 23/79</u> | : | <u>JUDGE'S SECRETARY REF NO: 2025/165/OCJ</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Free State Division of the High Court: Bloemfontein |
| | : | Grade 12. A minimum of one-year secretarial experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (results must accompany the application). Secretarial experience in a legal/court environment will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills. Excellent typing skills. Computer literacy (MS Office). Research capabilities. Confidentiality and time management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : | Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation |

arrangements. Store, keep and safeguard all case files and update the case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical related enquiries: Ms Z. Gxabuza Tel No: (051) 492 4523
HR related enquiries: Ms D Peters Tel No: (051) 492 4523
APPLICATIONS : Applications can be via email to: 2025/165/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 23/80 : **LIBRARIAN REF NO: 2025/166/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division of the High Court
REQUIREMENTS : A National Diploma / Degree in Library Science or an equivalent qualification at a NQF6 level. Knowledge of Library and information Science Matters, prescripts and Legislation, procedure and processes and Library Services, A minimum of 2 years' experience in Library and Information Systems. Experience in a legal library will serve as an added advantage. Skills and Competencies Communication skills. Computer Literacy (Microsoft Office). Customer services skills. Supervisory skills. Report writing skills. Interpersonal relations. Research and planning skill Ability to work under pressure. Language proficiency. Conflict management, Supervisor Skills will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements

DUTIES : Render library and information services to the judiciary, internal and external clients. Compile all the list of appeals cases handed down and distribute to the Judges. Circulate handed down judgments both pdf and word version to Publishers and external stakeholders. Classify and Catalogue the Western Cape Division of the High Court's Library Material, Maintain, monitor and upload finalized Judgments on Central Case Law Repository, Render reference and information service for the Western Cape Divisions of the High Court's Library, Identify and select relevant library materials through internal stakeholders. Ensure controlled access to library collections, Submit and maintain delivery notes for standing orders, Maintain and ensure the subscriptions of newspaper and delivery, the needs of the Judiciary and the High Court library, Provide support in conducting of assets verification, Receive and process of library publications, Perform Administration and Supervisory Service

ENQUIRIES : Technical Enquiries: Ms N Chwethiso Tel No: (021) 480 2637
HR Related Enquiries; Mr S Hlongwane Tel No: (021) 469 4032
APPLICATIONS : Applications can be via email to: 2025/166/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 23/81 : **SECRETARY TO THE DIRECTOR COURT OPERATIONS REF NO: 2025/167/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Provincial Service Centre
REQUIREMENTS : Grade 12 certificate, no experience is required. Secretarial Certificate will be an added advantage. Skills and Competencies: Communication (oral and written) skills. Computer literacy (Ms Office). Problem solving skills. Good Interpersonal relations. Planning and organizing. Intermediate typing skills. Creative and analytical thinking. Customer service orientation. Good grooming and presentation. Telephone etiquette. All shortlisted candidates shall

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| | | undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : | Provide a secretarial/receptionist support service to the manager (DCO). Provide a clerical support service to the DCO. Provide support to manager (DCO) regarding meetings. Remain up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Office of the DCO. |
| <u>ENQUIRIES</u> | : | Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7000/ 7064 HR Related Enquiries: Ms Ke Zwane Tel No: (018) 397 7114/ 7064 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/167/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organisation will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 23/82</u> | : | <u>REGISTRAR'S CLERK REF NO: 2025/169/OCJ</u> |
| <u>SALARY</u> | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Western Cape Division of the High Court: Cape Town |
| <u>REQUIREMENTS</u> | : | Matric certificate, no experience is required. Experience a court/ legal environment will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and skills. Ability to work under pressure and solve problems, Numerical skills, Accuracy and attention to detail, Planning and organizing skills, Customer service skills orientated, All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : | Render efficient and effective support services to case flow management support to the Court. Ensure proper filing and safekeeping of all court records, render counter services; Attend to all stakeholders' enquiries and correspondences. Provide administrative support in the Registrar's office (general office and case flow management); Upload and update case information on registrars' tools and case-on-line; Render efficient and effective support services to the court. Issue Court processes at General Office, including online. Render case management duties. Attend and oversee to general public queries; Provide any other administrative support in general as required by the Chief Registrar or Court Manager. |
| <u>ENQUIRIES</u> | : | Technical/HR related Enquiries' S Hlongwane, Tel No: (021) 469 4032/8 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/169/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organisation will give preference to candidates in line with the Employment Equity goals |
| <u>POST 23/83</u> | : | <u>ADMINISTRATIVE CLERK: DCRS REF NO: 2025/170/OCJ</u> |
| <u>SALARY</u> | : | R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Western Cape Division of the High Court: Cape Town |
| <u>REQUIREMENTS</u> | : | Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Exposure in Court Related function will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills. Computer literacy. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : | Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain as required by the Judiciary, Court Manager and Supervisor. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine. |
| <u>ENQUIRIES</u> | : | Technical/HR related Enquiries' S Hlongwane Tel No: (021) 469 4032/8 |

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| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/170/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organisation will give preference to candidates in line with the Employment Equity goals |
| <u>POST 23/84</u> | : | <u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2025/171/OCJ</u> |
| <u>SALARY</u> | : | R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Limpopo Division of the High Court: Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 certificate. A three-year National Diploma/Degree at NQF level 6 with 360 credits as recognized by SAQA in Supply Chain Management will be an added advantage. One-year experience in supply Chain Management will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of Public Service Finance Management Act (PFMA), PPPFA, BBB_EE Act and Treasury Regulations. In-depth knowledge of financial systems, eg JYP and BAS, Planning and organizing skills, good interpersonal skills, effective communication skills (written and verbal). Computer literacy, ability to work independently and meet deadlines, ability to work under pressure, work in a team and preparedness to work overtime when required. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. |
| <u>DUTIES</u> | : | Sourcing of quotations as per National Treasury guidelines, receive and assess quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Capture requisitions on the supply Chain System and ensure that purchase orders are issued to the recommended suppliers. Request, prepare and assess quotations to ensure that the quotations comply with the minimum requirements. Ensure that standard bidding documents are obtained and fully completed by the suppliers and attached to transactions before caring requests. Extend the validity periods of quotes in advance of expiry dates. Capturing of awarded contracts on National Treasury contracts registration applications (CRA). Ensure procedures comply with SCM policies. Ensure proper filling and safekeeping of documents. Ensure timely processing of payments to suppliers. Receiving and issuing of stock items. Management of Assets. Perform other duties as delegated by the Supervisor. |
| <u>ENQUIRIES</u> | : | HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/171/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organisation will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 23/85</u> | : | <u>LIBRARY ASSISTANT REF NO: 2025/172/OCJ</u> |
| <u>SALARY</u> | : | R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Limpopo Division of the High Court: Polokwane |
| <u>REQUIREMENTS</u> | : | Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Good Interpersonal relations Communication skills. Computer Literacy (Microsoft Office), Customer services skills, interpersonal relations skills, planning skills Self-driven, able to work under pressure and ability to multi-task. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts technical and generic requirement. |
| <u>DUTIES</u> | : | Maintain and control information resources in the Judges' Chambers and the library. Distribute loose-leaf publications to the secretaries. Conduct daily shelf-reading and shelving of used library material. Provide administration support to library services. Unpack and verify newly received library publications in line with the delivery note and the invoice. Update and maintain library publications Workflows System. Provide support in the facilitation of cataloguing, classification and barcoding of newly received library publications. Co-ordinate and prepare binding of all journals and law reports. Provide support in conducting of assets verification. Compile the acknowledgement list for newly received library publications. Process and update of serials / library publications. Provide Loose leaf update and file of Acts, Bills and Gazettes. |

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| | Identify and report missing issues of loose-leaf updates and periodicals not received for claiming purposes. |
| <u>ENQUIRIES</u> | : HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758 |
| <u>APPLICATIONS</u> | : Applications can be sent via email at 2025/172/OCJ@judiciary.org.za |
| <u>NOTE</u> | : The Organisation will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 23/86</u> | : <u>USHER MESSENGER REF NO: 2025/173/OCJ</u> |
| <u>SALARY</u> | : R163 680 – R192 810 per annum (Level 03) The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : Western Cape Division of the High Court: Cape Town |
| <u>REQUIREMENTS</u> | : Abet (NQF level 2). A grade 12 certificate will serve as an added advantage. Valid driver's license will be an added advantage. A minimum of one (1) year relevant court exposure will be an added advantage. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment. |
| <u>DUTIES</u> | : Rendering efficient and effective support to the court. Prepare court timeously and assuring that the court run smoothly. To assist in handling of documents and collection with GG Transport. Safe keeping of documents. Attending to enquiries related to Judges Transport. Assisting Judges by collecting and delivering of files and documents. Collection and delivery of post and documents as required. Distribution of post and documents accordingly. |
| <u>ENQUIRIES</u> | : Technical related enquiries: Ms T Nzimande Tel No: (010) 494 9238 |
| | : HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 |
| <u>APPLICATIONS</u> | : Applications can be submitted via email at 2025/173/OCJ@judiciary.org.za |
| <u>NOTE</u> | : The Organisation will give preference to candidates in line with the Employment Equity |

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert112025@dpsa.gov.za
- CLOSING DATE** : 21 July 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (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 documents, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and 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 three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note: Prior to appointment, 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/>.

MANAGEMENT ECHELON

- POST 23/87** : **DIRECTOR: HRD STRATEGY AND GOVERNANCE REF NO: DPSA 11/2025**
- SALARY** : R1 216 824 per annum (Level 14), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior certificate, an appropriate B. Degree in Human Resource Development / Human Resource Management, Public Administration / Management or relevant appropriate qualification at NQF level 7. Minimum of 5 years' experience at a middle/senior management level. Minimum of 8 years' appropriate experience in Human Resource field. Knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework. Government programs such as the National Development Plan and Key Strategic Priorities of Government. Must have understand the development of prescripts for Human Resource Development and leadership development. Human Resources Development

theory and practice, Stakeholder management and coordination, strategic thinking and leadership, negotiation, analytical skills, and an understanding of the Batho Pele principles require very good diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy, conflict management, stakeholder management and coordination, and project and program management skills.

DUTIES

: Manage and undertake the development of prescripts, norms, and standards; directives, circulars, frameworks, and guidelines for human resources development; and provide implementation support to the departments. Provide technical advice and support the implementation for capacity building. Coordination of and contributions made to the development of training programs with the relevant training institutions. Manage the monitoring and evaluation of compliance and impact assessments of prescripts on human resources development. Manage all the operations, systems, and processes of the directorate.

ENQUIRIES

: Ms. Rhulani Makhubela Tel No: (012) 336 1108

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** : 18 July 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications: Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. 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 and appointment will be in line with the DSBD EE Plan. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 23/88** : **ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT – BID ADMINISTRATION REF NO: ASD: D&E AMBA**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF7) in Supply Chain Management / Procurement / Financial Accounting / Financial Management / Contract Management / Purchasing Management or equivalent / related as recognised by SAQA. Post graduate degree in the above mentioned will be an added advantage. 3 years related experience in supply chain management (demand and acquisition and bid administration) environment on supervisory level. Have proven competencies: Communication (verbal and written), Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Contract Management and Attention to detail.
- DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain supplier database. Coordinate (synergise), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the National Treasury. Communicate with stakeholders (Written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management (Demand and Acquisition and Bid Administration) policies and procedures to ensure compliance. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097
- APPLICATIONS** : Candidates must submit applications to recruitment8@dsbd.gov.za
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ASD: D&E AMBA". The Department of Small Business Development is committed to the pursuit of

diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan).

POST 23/89 : **ASSISTANT DIRECTOR: ECONOMIC ANALYSIS AND ECONOMETRICS**
REF NO: ASD: EA&E

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Economics / Econometrics or equivalent / related as recognised by SAQA. Postgraduate qualification in Economics Econometrics will be considered an added advantage. 3 years of relevant experience as an economist with a specialisation in economic analysis. Sound knowledge of econometrics and economic research. Knowledge of economic and financial analytical techniques. Training in MS Office packages, Project Management and Valid drivers' licence. Have proven competencies: Communication (verbal and written), Problem solving, Attention to detail, Customer service, Planning and organising skills, Project Management, Analysis of Mathematical / Statistical / Econometric Models and Data Techniques and Report writing.

DUTIES : Assist in developing policies and draft impact reports on sector developments in the economy and implications for growth and development. Collect and analyse financial and socio-economic data and advise MSMEs and Co-operatives. Develop economic guidelines, and standards and prepare points of view used in forecasting trends and formulate economic policy. Develop statistical and econometric models for forecasting and analyse market trends. Conduct economic research. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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

APPLICATIONS : Candidates must submit applications to recruitment3@dsbd.gov.za
NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ASD: EA&E" The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan).

POST 23/90 : **OFFICER: VALUE CHAIN SUPPORT REF NO: O:VCS**

SALARY : R397 116 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Economics / Business Management or equivalent / related as recognised by SAQA. Minimum of 1 year experience in Economic / Localisation / Value Chain analysis environment. Knowledge of relevant government programmes and policies. Training in MS Office packages / Project Management / Office Administration / Management. Valid drivers' licence will be considered an added advantage. Have proven competencies: Standard Analytical Thinking (Technical), Standard Attention to detail (Core), Communication (verbal and written), Standard Creative Thinking and Problem Solving- proficiency in data collection, analysis and interpretation, Standard Judgement of Analysis (Technical), Standard Project Management (Core) and Standard Service delivery and innovation.

DUTIES : Conduct research on factors impacting the development and growth of market value chains, inclusive of but not limited to: Gathering information that will support the entry and growth of small enterprises in priority sectors. Develop and review (under supervision) policies and strategies that will support the entry and growth of MSMEs in the prioritised and designated sectors of the economy. Conduct Value Chain analysis in respect of products manufactured by MSMEs and Co-operatives the sub sectors aligned to the localisation policy as well as identifying bottlenecks, inefficiencies, and opportunities for streamlining process and improving service delivery. Coordinate stakeholder engagements, verify supporting documents and collate data provided by MSMEs and ascertain their capability and capacity to supply the market. Assist in managing the DSBD partnership implementation plans. Communicate with

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| | | stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc. |
| <u>ENQUIRIES</u> | : | Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097 |
| <u>APPLICATIONS</u> | : | Candidates must submit applications to recruitment5@dsbd.gov.za |
| <u>NOTE</u> | : | Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: O: VCS" The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan). |
| <u>POST 23/91</u> | : | <u>ASSET OFFICER REF NO: AO</u> |
| <u>SALARY</u> | : | R228 321 per annum |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate. National Diploma (NQF6) or Bachelor's Degree (NQF7) in Asset Management / Purchasing Management / Logistics Management or equivalent / relevant related as recognised by SAQA. 1-year relevant working experience in Asset Management environment. Knowledge of SCM systems (LOGIS and BAS) will be considered an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Have proven competencies in: Communication (Verbal and Written), a Interpersonal relations, Planning and organising, Computer skills and Flexibility. |
| <u>DUTIES</u> | : | Render Asset Management support inclusive of but not limited to receiving of all movable assets, performing quantity and quality control, allocation of inventory and bar coding of assets, checking and issuing of furniture, equipment and accessories to components and individuals, conducting asset verification according to prescribed time frames and compile reports on the state of assets etc. Capture asset information on the inventory list (room list) and issue asset and inventory list (room list) to asset holder. Compile, maintain records (e.g asset records/databases), verify and update asset register. Communicate with stakeholders, clients, management & colleagues: Inform, guide and advise departmental employees on asset management matters. |
| <u>ENQUIRIES</u> | : | Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097 |
| <u>NOTE</u> | : | Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: AO" The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment6@dsbd.gov.za |

DEPARTMENT OF WATER AND SANITATION

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| <u>APPLICATIONS</u> | : | Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/ |
| <u>CLOSING DATE</u> | : | 18 July 2025 |
| <u>NOTE</u> | : | Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. |

MANAGEMENT ECHELON

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| <u>POST 23/92</u> | : | <u>CHIEF FINANCIAL OFFICER REF NO: MTCMA03</u> Mzimvubu-Tsitsikamma Catchment Management Agency (MTCMA) |
| <u>SALARY</u> | : | R1 216 824 per annum (Level 13), (all-inclusive salary package) |
| <u>CENTRE</u> | : | Head Office (East London) |
| <u>REQUIREMENTS</u> | : | A relevant B-Degree NQF level 7 qualification and registration as CA (SA). NQF 8 qualification will be an added advantage. A minimum of 5 years of experience at middle/senior managerial level in Finance. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct. |
| <u>DUTIES</u> | : | Strategic oversight on financial management within the CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management strategy through effective accounting controls and financial management techniques. Ensure compliance with policies and provide guidance, assess risks and financial viability of existing & new Policies, Projects and all customer |

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

**ENQUIRIES
NOTE**

: Mr C Greve Tel No: (012) 336-8402
: The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

APPLICATIONS

: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 23/93

: **CHIEF RISK MANAGER (MAIN ACCOUNT) REF NO: 180725/01**
Branch: Departmental Management
Cd: Risk and Compliance Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
: Pretoria Head Office
: An appropriately recognised undergraduate NQF level 7 qualification in risk management, auditing, strategic management, public administration or equivalent relevant qualifications as recognised by SAQA. Affiliation with the relevant professional bodies (IRMSA, IIA, SAICA, ACFE). Certification: (risk management professional, internal auditor, chartered accountant, certified fraud examiner) will be an added advantage. Applicant must have five (5) years' proven extensive experience in risk management environment at a middle management/senior managerial level. Extensive knowledge of the Public Finance Management Act, public sector risk management framework and public service anti-corruption strategy. Excellent communication skills (both written and verbal), financial management, planning, problem solving and analysis. Proven project and strategic management capability, facilitation and leadership skills. Corporate governance principles. People management and development. Knowledge of policy and business process development and standard operating procedures. Ensure implementation of policy processes and procedures. Ability to gather analyse information, develop and apply policies.

DUTIES

: Provide advice to management to enable the implementation and maintenance of systems to identify and manage risks threatening the achievement of the strategic outcomes and legislative mandate of the department, Direct optimisation of opportunities to enhance the department's performance. Develop, implement and maintain an enterprise-wide risk management framework, supporting policies and procedures. Develop and implement a strategic and annual risk management plan. Ensure regular development of risk management methodologies, models and systems for implementation of risk management. Provide reports to management, risk committees, audit committee and other stakeholders. Provide strategic leadership and business planning for the directorate.

**ENQUIRIES
APPLICATIONS**

: Mr M Malindisa Tel No: (012) 336 8084
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

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| <u>POST 23/94</u> | : | <u>DIRECTOR: WATER RESOURCE POLICY, STRATEGY AND EVALUATION</u> <u>REF NO: 180725/02</u> Branch: Water Resource Management Dir: Water Resource Policy Strategy and Evaluation |
| <u>SALARY</u> | : | R1 216 824 per annum (Level 13), (all-inclusive salary package) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | A relevant undergraduate qualification (NQF level 7) as recognised by SAQA (Bachelor's degree in Natural Science, Environmental Science, or related field, Bachelor of Engineering Honours in Water Engineering, Postgraduate Diploma in Integrated Water Management will serve as an added advantage). Five (5) years' experience at middle/senior management level. Knowledge and experience in Policy and Strategy Development. Knowledge and understanding of water related Disaster Management. Knowledge of public sector functions. Knowledge management. Leadership and Management. Expert knowledge of the water business. Knowledge of National Water Act, BBBEE Act, NEMA and related Legislations. Knowledge and understanding of South African Constitution. Knowledge of Corporate Governance Structures. Knowledge of strategic capability and leadership. Understanding of programme and project management. Knowledge of financial management and change management. Understanding of service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct. Applicants must be able to travel nationally and internationally as required. |
| <u>DUTIES</u> | : | Lead the development and periodic review of the National Water Resources Policies and Strategies including and mainly the National Water Resources Strategy (NWRS) and the Water Policy. Manage the development of the Implementation Plan for the implementation of all water resources policies and strategies for DWS and the Water Sector. Lead and provide oversight for the implementation of water resources Policies and strategies including for the National Water Resource Strategy and Catchment Management policies and strategies. Establish and maintain working or governance structures within DWS and entities for the implementation of strategies and policies. Manage the development of a comprehensive Disaster Management Strategy. Act as a focal point and responsible for water related disaster risk activities and hazards such as floods, drought and water pollution. Guide and consolidate progress reports on the implementation of the National Water Resource Strategy plus other related policies and strategies. Establish and or maintain the monitoring and reporting structures. Guide and contribute to the formulation of strategies and policies addressing Climate and Water issues. Overall management of the Unit which includes development of strategic plan, Annual Performance Plan, Operational Plans, Performance Reports, Risk Management Plan, responses to Audit findings, Referrals, Parliamentary Questions, etc. supervise, manage and mentor personnel in the Unit. |
| <u>ENQUIRIES</u> | : | Ms Francina Motsitja Tel No: (012) 336 7373 |
| <u>APPLICATIONS</u> | : | All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/ |

OTHER POSTS

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| <u>POST 23/95</u> | : | <u>DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 180725/03</u> Branch: Water Resource Management Cd: Office of the DDG |
| <u>SALARY</u> | : | R896 436 per annum (Level 11), (all-inclusive salary package) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | A National Diploma/Degree in Public Administration / Management. Three (3) to (5) five years management/supervisory experience in Administration. The disclosure of a valid unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Understanding of administration processes. Disciplinary knowledge of HR information. Understanding of government legislations. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Good interpersonal skills and analytical procedures. Problem solving and analysis. People and diversity management. Client |

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| | | orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct. |
| <u>DUTIES</u> | : | Coordinate, consolidate and report on the planning. Coordinate and consolidate inputs for strategic and annual plans. Management of queries and correspondence within the office. Coordinating matters relating to portfolio committee issues, referrals, audit findings, parliamentary queries, risk management etc for the programme and ensure meeting timelines/deadlines of those requests. Ensure documents management. Develop and maintain system in the office that will contribute towards improving efficiency. Provide management support to the office and represent the DDG at meetings, workshops engagements etc. Record minutes, decisions and communicate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documents to adequately prepare DDG. Provide financial administrative support to the office. Determine and collate information regarding the budget needs of the office. Management of human resources of the Branch. |
| <u>ENQUIRIES</u> | : | Ms Mahadi Mofokeng Tel No: (012) 336 6560 |
| <u>APPLICATIONS</u> | : | All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/ |
| <u>POST 23/96</u> | : | <u>OFFICE MANAGER REF NO: VOCMA07</u> Vaal-Orange Catchment Management Agency (VOCMA) |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Bloemfontein |
| <u>REQUIREMENTS</u> | : | A relevant NQF level 6 qualification. Five (5) years' experience in general administration and office management environment. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of administrative procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct. |
| <u>DUTIES</u> | : | Manage and coordinate the flow of information within the office of CEO: VOCMA. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings. Represent Manager at certain meetings and workshops. Manages queries of the office of the CEO. Management of financial and human resources. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers/Units within the CMA. |
| <u>ENQUIRIES</u> | : | Mr C Greve Tel No: (012) 336 8402 |
| <u>APPLICATIONS</u> | : | All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/ |
| <u>NOTE</u> | : | The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act. |
| <u>POST 23/97</u> | : | <u>OFFICE MANAGER REF NO: 180725/04</u> Branch: Water Resource Management Cd: Office of the DDG |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | A relevant NQF level 6 qualification. Five (5) years' experience in general administration and office management environment. The disclosure of a valid |

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| | | unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Basic financial management and knowledge of PFMA. Knowledge in secretarial duties and administrative procedures. Computer literacy. Sound organizational skills. Good people management skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct. Client orientation and customer focus. |
| <u>DUTIES</u> | : | Manage and coordinate the flow of information within the office of DDG. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure meeting of timelines/deadlines to requests. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings and preparation of meeting packs. Manage queries of the office of the DDG including Parliamentary Questions, Referrals etc. Management of financial and human resources and ensure timeous processing of DDG's claims, travel requests etc. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers / Directorates within the Branch. Attend and support the DDG at meetings. |
| <u>ENQUIRIES</u> | : | Ms Mahadi Mofokeng Tel No: (012) 336 6560 |
| <u>APPLICATIONS</u> | : | All applications to be submitted online on the following link: https://erecruitment.dws.gov.za |
| <u>POST 23/98</u> | : | <u>SENIOR PERSONNEL PRACTITIONER REF NO: 180725/05</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : | Bellville/Worcester (Western Cape) |
| <u>REQUIREMENTS</u> | : | A National Diploma / Degree in Human Resource Management or relevant qualification. Three (3) to five (5) years' experience in Personnel Management matters. One (1) to two (2) years supervisory experience. Extensive working knowledge of PERSAL. Knowledge of the Public Service Act, Public Service Regulations, and relevant Policies. Computer literacy. Knowledge of administrative procedures, basic financial management and knowledge of PFMA. The disclosure of a valid unexpired driver's license. Disciplinary knowledge of Human Resources, Problem solving and Analysis. |
| <u>DUTIES</u> | : | Execution of financial administration. Rendering of administration of procurement of goods and services of the component. Maintenance of data base and draw relevant reports in relation to implement Human Resource Management Policies. Facilitate the implementation of Human Resource policies, strategies, procedures and practices on Recruitment and Planning, PMDS, policies, HRD, Employee Relations. Provide Human Resources information and knowledge management services. Maintenance of database and raw relevant reports in relation to implementation of Human Resources Management policies. Facilitate implementation of Human Resources policies, strategies, procedures and practices on Administration of leave absence of in the public Service, Leave Auditing, Termination of Services (Pension Case Management System), Housing allowance, Long Service Recognition, Records Management (HR Registry), Recruitment and Selection. Provide Human Resource information and knowledge management services. Management and Supervision of own supervisees. |
| <u>ENQUIRIES</u> | : | Mr. CS Nzimande Tel No: (041) 508 9719 |
| <u>APPLICATIONS</u> | : | All applications to be submitted online on the following link: https://erecruitment.dws.gov.za |
| <u>POST 23/99</u> | : | <u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 180725/06</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |

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| <u>CENTRE REQUIREMENTS</u> | : Gqeberha (Port Elizabeth) |
| | : A National Diploma / Degree in Financial Management. Two (2) to three (3) years' experience in financial matters. Practical experience on SAP system and WARMS system. The disclosure of a valid drivers license. Knowledge and understanding of financial Legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge of Finance system SAP and PERSAL. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. |
| <u>DUTIES</u> | : Management of the Entire budget process, from preparing monitoring and evaluation. Compiling and capturing of trading account budget. Fund shifting of budget allocations. Assist with tariff calculations. Processing, capturing and/or authorizing payments to customers on the SAP system, Perform Payroll Functions, Capturing and/or Authorizing staff claims on PERSAL system. Management of reporting including accruals and commitments, 30 days creditors' reports etc. render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees and training of subordinates. Approval of WTE sundry payments and Supply Chain payments on SAP. Monthly Management Accounting Reporting on budget expenditure. Approval of journals. Facilitate risk assessments for each Division and update risk registers every quarter. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeless. Ensure timeous development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. |
| <u>ENQUIRIES APPLICATIONS</u> | : Mr. NA Khan Tel No: (041) 508 9725 |
| | : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za |
| <u>POST 23/100</u> | : <u>CHIEF SECURITY OFFICER REF NO: 180725/07</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R325 101 per annum (Level 07) |
| | : Gqeberha (Port Elizabeth) |
| | : A Senior / Grade 12 certificate and Security Certificate. A valid 3 Firearms SAPS Competency Certificates. Private Security Regulatory Authority. Security Grade B Certificate. Three (3) to (5) five years supervisory experience in a security environment. The disclosure of a valid drivers license. Strategic and operational plan on security management. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, MPSS, Protection of Information Act, etc. Knowledge and experience of emergency procedures Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills. |
| <u>DUTIES</u> | : Implement security policies in line with relevant acts and National directives as determined by National Bodies. Manage total security functions (Private Security Service Providers according to Service level agreement (SLA) to Implement security policies in line with the relevant acts and National directives. Ensure security measures are in place and implemented properly. Promote safety & Security awareness in working environment. Ensures adequate support to subordinates. Ensures a culture of innovation and performance. Develops and implements a performance improvement suggestion scheme. Advises top management, as well as relevant sector |

bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the functions of the section. Ensures safety working environment. Implement security measures for the Department. Security policies implemented. Conduct risk analysis and security appraisals for National and Provincial Offices installations. Liaise with State Security Agency (SSA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Develops strategic plan for the section. Ensure that security policies and safety rules are observed in a working environment. Analyse working environment situation. Implement safety measures for the officials. Distribution of emergency procedures and fire safety programmes. Manages Human Resources within the section. Manages the development of individuals in subordinate positions. Ensures that HRD policies are applied for all staff members within the section. Strategic and operational management plans. Updated operational policy standards. Monitoring of security operations within the office responsibility. Promotes awareness programmes. Assists in Institutional Business planning support, appraisal, and monitoring. Liaise with fire Department regarding emergency procedures. Conduct the Security inspection. Assists with the promotion of health and safety programmes. Co-ordinate security training. Implement Security Systems that will improve safety & security awareness. Updated operational policy standards. Collaboration with stakeholders' safety measures. The investigation of all incidents that have occurred in the office and liaise with police where possible. Ensure equipment is available to ensure safe environment during emergency. Conduct investigations on theft. Analyse risk management. Implement safety measures for the officials in the Department. Compile monthly reports on OHS environment. Conducting of security appraisals and risk analysis in conjunction with Head office. Updated operational policy standards. Monitoring and evaluation reports. The rendering of security awareness programmes at all installations within the Department. Assists in the Basic implementation of security policy. Assists in the development of appropriate maintenance procedures through Best Practice. Assists in the organising and facilitation of workshops to create awareness on policies and guidelines in the Cluster. Manages the facilitation of best practice learning in the country. Attends to ad hoc queries pertaining to Security, OH and Safety programmes from both internal and external clients. Administers HRM, HRD and EE plan reports and submissions. Manages all admin functions within the section. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management. Coordinate Security in events within the province in accordance with The Safety at Sports and Recreational Events Act 2 of 2010 (SASREA). Coordinate Vetting of personnel and Service providers in the Cluster. Appointment is on condition of a positive security screening.

**ENQUIRIES
APPLICATIONS**

: Mr CS Nzimande Tel No: (041) 508 9719
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 23/101

: **SUPPLY CHAIN MANAGEMENT CLERK PRODUCTION REF NO:
180725/08**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05)
: Bellville
: A Senior/ Grade 12 certificate. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of legislation governing the Public Service. Flexible and ability to work in a team. Problem solving and analytical skills. People and diversity management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.

DUTIES

: The successful candidate will be responsible for rendering demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receiving delivers from suppliers and capture

good receipts on the system. Update invoice register and process payments on SAP system
Ms. N Gqiba Tel No: (021) 941 6125
All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>