



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 25 OF 2025

DATE ISSUED 18 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](http://www.thensg.gov.za).

### AMENDMENTS

**DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION:** Kindly note that the following post was advertised in Public Service Vacancy Circular 23 dated 04 July 2025. The following amendments have been made to the salary level: (Level 14) amended to (Level 13).

**PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF EDUCATION:** Please note that the below posts which were advertised in Public Service Vacancy Circular 22 dated 27 June 2025 were withdrawn. Senior Admin Officer: Transport in the Financial Administration sub-directorate, Unit: Auxiliary Services and Fleet Management within Ekurhuleni North District with Ref No: REFS/022782 and Senior Admin Officer: Transport in the Financial Administration sub-directorate, Unit: Auxiliary Services and Fleet Management within Ekurhuleni South District with Ref No: REFS/022790.

**PROVINCIAL ADMINISTRATION: NORTH-WEST: DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT-** Kindly note that the positions of Chief Director: District Coordination and Government Fleet and Chief Director: Transport Operations: Reference numbers: 08/2025/2026 and 09/2025/2025, respectively, advertised in the Public Service Vacancy Circular 23 of 2025 issued on 04 July 2025 with the closing date of 18 July 2025 are amended. The amendments are as follows: OCJPOST: Chief Director – District Coordination And Government Fleet: The note indicating that Male candidates are encouraged to apply should be ignored. Post: Chief Director – Transport Operations: The note indicating that Female candidates are encouraged to apply should be ignored. Closing Date: 25 July 2025.

## NATIONAL DEPARTMENTS

| NATIONAL DEPARTMENTS                   | ANNEXURE | PAGES   |
|--|----------|---------|
| EMPLOYMENT AND LABOUR                  | A        | 04 - 10 |
| HEALTH                                 | B        | 11 - 12 |
| HIGHER EDUCATION AND TRAINING          | C        | 13 - 26 |
| HUMAN SETTLEMENTS                      | D        | 27 - 28 |
| JUSTICE AND CONSTITUTIONAL DEVELOPMENT | E        | 29 - 39 |
| NATIONAL PROSECUTING AUTHORITY         | F        | 40 - 41 |
| OFFICE OF THE CHIEF JUSTICE            | G        | 42 - 44 |
| SOCIAL DEVELOPMENT                     | H        | 45 - 48 |
| TRADE INDUSTRY AND COMPETITION         | I        | 49 - 51 |
| WATER AND SANITATION                   | J        | 52 - 54 |

## PROVINCIAL ADMINISTRATIONS

| PROVINCIAL ADMINISTRATION | ANNEXURE | PAGES    |
|---------------------------|----------|----------|
| GAUTENG                   | K        | 55 - 56  |
| KWAZULU NATAL             | L        | 57 - 59  |
| LIMPOPO                   | M        | 60 - 79  |
| WESTERN CAPE              | N        | 80 - 107 |

**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.***

|                            |   |  |
|----------------------------|---|--|
| <b><u>CLOSING DATE</u></b> | : | 01 August 2025 at 16:00 (walk-in) and 00:00 (online)   |
| <b><u>NOTE</u></b>         | : | 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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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**

|                             |   |   |
|-----------------------------|---|---|
| <b><u>POST 25/01</u></b>    | : | <b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/10/830</u></b>  |
| <b><u>SALARY CENTRE</u></b> | : | R1 059 105 per annum, (all inclusive)<br>Labour Centre: Knysna (Western Cape) |

|                             |   |  |
|-----------------------------|---|--|
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, Nursing Industrial Psychology/Psychology, Qualifications with Research Economics, and Statistics as major subjects), Engineering Science (Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering), Management, Public Management/Administration, Business Management/Administration, Operations Management, Project Management, Commerce (General), Administrative Information Management, Administrative Management, LLB/BCOM Law/BA Law/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Valid Driver's Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Plan. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management. |
| <b><u>DUTIES</u></b>        | : | Manage the service delivery objectives as per the mandate of Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Q Bowman Tel No: (021) 441 8120  |
| <b><u>APPLICATIONS</u></b>  | : | <a href="mailto:WCJobs-KNS@labour.gov.za">WCJobs-KNS@labour.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town   |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Western Cape  |
| <b><u>POST 25/02</u></b>    | : | <b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR4/4/08/139</u></b>   |
| <b><u>SALARY</u></b>        | : | R468 459 per annum   |
| <b><u>CENTRE</u></b>        | : | Provincial Office: Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) years' National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / economics / Internal Audit. Four (4) year experience of which two (2) years must be at supervisory level and two (2) years functional experience in Supply Chain Management environment. A Valid driver's license. Knowledge: Public Service Transformation and management issues. Departmental Policy and Procedures. White Paper on transformation of Public Service. Public Service Act. Public Service Regulations and relevant prescripts. Batho Pele principles. Labour relations and collective bargaining systems. Minimum Information security standards. Skills: Administration and Financial Management. Problem solving. Self-Management. Budgeting and Financial Management. Customer Focus and responsiveness. Developing Others. Verbal and written communication. Planning and Organising, Problem Solving Decision-Making, Project management. Team Leadership. Managing Interpersonal Conflict, Impact and Influence, Computer Literacy, Diversity Management, Networking and building bonds, Driving.  |
| <b><u>DUTIES</u></b>        | : | Manage demand of goods and services in the Province, Provide and monitor acquisition/procurement services in the province, manage logistics in the Province, Manage and monitor the assets in accordance with the relevant policy and procedure, Render and monitor contract administration support services and compliance, Manage all resources of the Section.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms M Mogongoa Tel No: (053) 8381610  |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Email: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a>   |

|                             |   |  |
|-----------------------------|---|--|
| <b><u>POST 25/03</u></b>    | : | <b><u>ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: HR4/4/10/832</u></b>  |
| <b><u>SALARY</u></b>        | : | R468 459 per annum   |
| <b><u>CENTRE</u></b>        | : | Provincial Office: Western Cape  |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Communications Science/ Marketing/ Public Relations/ Media Studies and Journalism. Two (2) years supervisory experience. Two (2) years functional experience in Media/ Public Relations/ Marketing/ Communication Services. Valid Driver's Licence. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and organizing, Interpersonal, Computer Literacy, Communication skills, Problem Solving, Listening and observation, Negotiation, Event Management.   |
| <b><u>DUTIES</u></b>        | : | Provide public relations and media liaison services at Provincial level including performing duties and responsibilities as spokesperson of DEL in the Province. Organise stakeholder briefings and exhibitions for the whole Province (Bi-weekly). Market the services of the DEL at Provincial level. Manage DEL internal communications such as notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. Coordinate and facilitate all internal and external events in the province, such as Imbizo outreach, Programmes, outside broadcasts, national commemorative days, etc.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Q Bowman Tel No: (021) 441 8120  |
| <b><u>APPLICATIONS</u></b>  | : | <a href="mailto:Jobs-WC3@LABOUR.gov.za">Jobs-WC3@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.  |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Western Cape  |
| <b><u>POST 25/04</u></b>    | : | <b><u>ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR4/4/10/834</u></b>  |
| <b><u>SALARY</u></b>        | : | R468 459 per annum   |
| <b><u>CENTRE</u></b>        | : | Provincial Office: Western Cape  |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Social Science/Economics/Statistics. Two (2) years supervisory experience. Two (2) years functional experience in labour market data processing/statistics. Valid Driver's Licence. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Statistics and Data software packages, Functioning of DEL Labour Centres and Business Units, Labour market dynamics, Labour legislation. Skills: General management, Project management, Communication, Computer Literacy, Research, Interpersonal Relations, Leadership, Data analysis, Analytical, Innovative. |
| <b><u>DUTIES</u></b>        | : | Manage performance information of the provinces in the Department of Employment and Labour, in order to ensure that the pre-determined plans and objectives of the organisation are provincially monitored and successfully achieved in line with the applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance system; Monitor and evaluate implementation of Service Delivery Improvement Plans. Assist in consolidating and analysing trends recorded through quarterly performance reports against targets. Manage all the resources of the division.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Q Bowman Tel No: (021) 441 8120  |
| <b><u>APPLICATIONS</u></b>  | : | <a href="mailto:Jobs-WC4@LABOUR.gov.za">Jobs-WC4@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.  |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Western Cape  |
| <b><u>POST 25/05</u></b>    | : | <b><u>ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS AND ANTI-CORRUPTION REF NO: HR4/4/10/835</u></b>  |
| <b><u>SALARY</u></b>        | : | R468 459 per annum   |
| <b><u>CENTRE</u></b>        | : | Provincial Office: Western Cape  |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year qualifications National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Risk Management/ Internal Audit/ Accounting/ Forensic Investigations. Two (2) years supervisory experience. Two (2) years functional experience in anti-fraud/ corruption environment. Valid Driver's   |

|                             |   |  |
|-----------------------------|---|--|
|                             |   | Licence. Knowledge: Investigative Principles and Practices, Departmental and Fund's Policies and Procedures, All Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal Procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act. COIDA. Skills: Planning and organizing, Time Management, Conflict Management, Analytical. Investigation, Communications (Verbal & Written), Computer Literacy, Presentation.  |
| <b><u>DUTIES</u></b>        | : | Implement Fraud detections and Anti-Corruption Strategies for Provincial Office. Conduct investigations on reported cases and Fraud and Corruption. Assist in recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud and corruption management programmes.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Q Bowman Tel No: (021) 441 8120  |
| <b><u>APPLICATIONS</u></b>  | : | Jobs-WC4@LABOUR.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.  |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Western Cape  |
| <b><u>POST 25/06</u></b>    | : | <b><u>INSPECTOR BCEA REF NO: HR4/4/10/836 (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>        | : | R397 116 per annum   |
| <b><u>CENTRE</u></b>        | : | Cape Town Labour Centre (Western Cape)   |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year tertiary qualification National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour Relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organising, Leadership, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.   |
| <b><u>DUTIES</u></b>        | : | To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Q Bowman Tel No: (021) 441 8120  |
| <b><u>APPLICATIONS</u></b>  | : | WCJobs-CTN@labour.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.  |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Western Cape  |
| <b><u>POST 25/07</u></b>    | : | <b><u>OHS INSPECTOR REF NO: HR4/4/10/837 (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>        | : | R397 116 per annum   |
| <b><u>CENTRE</u></b>        | : | Bellville Labour Centre (Western Cape)   |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate plus a three (3) year tertiary qualification National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Two (2) years functional experience in inspections and enforcement of labour legislations or in the relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act, Employment Equity Act – relevant key elements, Basic Conditions of Employment Act –relevant key elements, Relevant guidelines of aforementioned legislation Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, |

|                             |   |   |
|-----------------------------|---|---|
|                             |   | Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.  |
| <b><u>DUTIES</u></b>        | : | To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Q. Bowman Tel No: (021) 441 8120  |
| <b><u>APPLICATIONS</u></b>  | : | <a href="mailto:WCJobs-BELL@labour.gov.za">WCJobs-BELL@labour.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.   |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Western Cape   |
| <b><u>POST 25/08</u></b>    | : | <b><u>TEAM LEADER REF NO: HR4/4/10/838</u></b>  |
| <b><u>SALARY</u></b>        | : | R397 116 per annum  |
| <b><u>CENTRE</u></b>        | : | Labour Centre Beaufort West (Western Cape)  |
| <b><u>REQUIREMENTS</u></b>  | : | Three (3) year tertiary qualification National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ Labour Law/ LLB/BCOM LAW. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.  |
| <b><u>DUTIES</u></b>        | : | Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA) ,Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness ,Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections ,Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report ,Manage the finalisation of files of cases received and investigations conducted by the Inspectors ,Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases ,Ensure that non-compliant employers are referred for prosecution within the relevant time frames. |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Q. Bowman Tel No: (021) 441 8120  |
| <b><u>APPLICATIONS</u></b>  | : | <a href="mailto:WCJobs-BEA@labour.gov.za">WCJobs-BEA@labour.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.   |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Western Cape   |
| <b><u>POST 25/09</u></b>    | : | <b><u>CLAIMS ASSESSOR REF NO: HR 4/4/8/941</u></b>  |
| <b><u>SALARY</u></b>        | : | R325 101 per annum  |
| <b><u>CENTRE</u></b>        | : | Labour Centre: Welkom, Free State   |



|  |   |  |
|--|---|--|
| <b><u>REQUIREMENTS</u></b>               | : | Undergraduate qualification (NQF level 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. 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, procedures and business processes, Public Service Act and Regulations, COIDA Tariffs, Public Service Charter, Approved COIDA Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, Occupational Health and Safety Act (OHS), The Constitution of RSA. Skills: Claims registration, Tariffs Administration, Communication verbal and writing, Analysing & Interpreting Information (Data Analytics), Claims Assessment/ Settlement, Post claims management and settlement, Claims handling, Claims verification and validation, Monitoring & Evaluation, Data gathering Analysis. |
| <b><u>DUTIES</u></b>                     | : | Adjudicate registered customer claims as per the delegation's requirements. Prepare complex claims. Coordinate, capture and approve Compensation Benefits. Handle claims enquiries and advocacy sessions. Supervision of staff.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr E Qhalane Tel No: (057) 391 0200  |
|  | : | Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: <a href="mailto:Jobs-fs11@labour.gov.za">Jobs-fs11@labour.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b>              | : | Sub-directorate: Human Resources Operations, Free State  |
| <b><u>POST 25/10</u></b>                 | : | <b><u>INSPECTOR REF NO: HR 4/4/4/05/14</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R325 101 per annum   |
|  | : | Labour Centre: Kempton Park, Gauteng   |
|  | : | Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. A valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills.  |
| <b><u>DUTIES</u></b>                     | : | Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms P Ralane Tel No: (010) 061 107  |
|  | : | Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: <a href="mailto:Jobs-GP7@labour.gov.za">Jobs-GP7@labour.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b>              | : | Sub-directorate: Human Resource Management, Provincial Office: Gauteng   |
| <b><u>POST 25/11</u></b>                 | : | <b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/842</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R269 499 per annum   |
|  | : | Labour Centre: Mossel Bay (Western Cape)   |
|  | : | Three (3) year relevant qualification National Diploma (NQF6)/ in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.  |

|                             |   |   |
|-----------------------------|---|---|
| <b><u>DUTIES</u></b>        | : | Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases. |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Q Bowman Tel No: (021) 441 8120   |
| <b><u>APPLICATIONS</u></b>  | : | <a href="mailto:WCJobs-MBY@labour.gov.za">WCJobs-MBY@labour.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.   |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Western Cape   |
| <b><u>POST 25/12</u></b>    | : | <b><u>UI CLAIMS OFFICER REF NO: HR4/4/10/843 (X10 POSTS)</u></b>  |
| <b><u>SALARY</u></b>        | : | R269 499 per annum  |
| <b><u>CENTRE</u></b>        | : | Provincial Office: Western Cape   |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12/Senior Certificate. 0 to 6 months' experience. 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 and written), Listening, Computer Literacy, Customer Relations, Decision Making.  |
| <b><u>DUTIES</u></b>        | : | Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Q Bowman Tel No: (021) 441 8120   |
| <b><u>APPLICATIONS</u></b>  | : | <a href="mailto:Jobs-WC6@LABOUR.gov.za">Jobs-WC6@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town  |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Management, Western Cape   |

## 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.*

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand-delivered applications 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](mailto:recruitment@health.gov.za) quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 04 August 2025
- NOTE** : 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 Qualifications 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.

## OTHER POST

- POST 25/13** : **ASSISTANT DIRECTOR: CLINICAL TB CARE REF NO: NDOH 72/2025**  
Directorate: DOTS Strategy Coordination  
This is a re-advertisement. Applicants who have previously applied need to re-apply
- SALARY** : R468 459 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : 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).

**DUTIES**

: 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.

**ENQUIRIES**

: Dr L Mvusi Tel No: (012) 395 8816

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(Central Johannesburg TVET College)**  
**(COASTAL KZN TVET College)**  
**(Maluti TVET College)**

**OTHER POSTS**

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 25/14</u></b>   | : | <b><u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES</u></b><br><b><u>(MINISTERIAL PROGRAMMES) REF NO: CAO 07/2025</u></b>   |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10), plus benefits   |
| <b><u>CENTRE</u></b>       | : | Coastal KZN TVET College   |
| <b><u>REQUIREMENTS</u></b> | : | Matric or equivalent qualification plus undergraduate National Diploma (NQF Level 6) in Education or relevant qualification as recognized by SAQA. 3-5 years relevant experience in Education Teaching and Learning environment or related field. Knowledge of PSET and CET. Knowledge of teaching and learning. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values and Attitudes: Client service focus, integrity, committed, proactive, loyal and ethical.  |
| <b><u>DUTIES</u></b>       | : | Oversee Curriculum Management and Administration. Develop, implement, monitor academic and curriculum policies. Support the implementation of new programmes. Support the implementation of new programmes, qualifications and revised National Curriculum (Vocational). Update NC(V) qualifications policy with SAQA. Coordinate review of the ICASS guidelines for report 191 and NC(V). Develop policy/guidelines for management of curriculum (classroom management policy). Monitoring the conduct of assessments on all programmes. Provide required report to college executive and oversight bodies. Oversee coordinated curriculum delivery at all the college's delivery site. Ensure the implementation of best practice teaching in collaboration with the campus manager. Oversee Academic Management Services. Provide academic support to lecturing staff. Plan for delivery of quality teaching and learning. Ensure that enrolment targets are set and achieved. Assist with admission processes. Assist students to have and receive the necessary career guidance to enable them to make informed programme choices. Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse results and plan for intervention of critical subjects (Action Plan). Plan for delivery quality teaching and staff. Provide Learning Materials. Coordinate activities for the development of learning materials. Identify learner material, equipment and other resource requirements. Dissemination of overall learning materials. Management of all humans. Financial and other resources of the unit. |
| <b><u>ENQUIRIES</u></b>    | : | NF Xaba Tel No: (031) 905 7000   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126, email address: <a href="mailto:recruitment@coastalkzn.edu.za">recruitment@coastalkzn.edu.za</a> or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)   |
| <b><u>NOTE</u></b>         | : | Direction To Candidates Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. 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 detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Should you be in  |

possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Late (received after closing date and time) and incomplete applications will not be considered. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer Reserves The Right Not To Make An Appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification, criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

|                            |   |   |
|----------------------------|---|---|
| <b><u>CLOSING DATE</u></b> | : | 01 August 2025  |
| <b><u>POST 25/15</u></b>   | : | <b><u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: CJC/SSS/08/2025</u></b>  |
| <b><u>SALARY</u></b>       | : | R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector   |
| <b><u>CENTRE</u></b>       | : | Central Johannesburg TVET College, Central Office   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate or equivalent. An appropriate Diploma/ Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 3-5 years' supervisory experience at a salary level of 7 or 8 in an education/teaching and learning environment or a related field. Sound knowledge of career guidance, including the disability of students. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Strong interpersonal, communication, analytical, client-oriented, motivational, negotiation and problem-solving skills. Good administrative, planning and organising, financial management, report writing, project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams. An expert understanding of student academic support services. Ability to design and implement internal administration systems and controls to ensure sound student support. Tactical decision-making skills. Ability to manage sports, art and culture activities. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the ethical, regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. |
| <b><u>DUTIES</u></b>       | : | Oversee the administration of the student support services unit. Overall management and coordination of the student support services unit. Develop the annual student support services operational plan. Management and provision of student counselling services. Develop and monitor implementation of career guidance plans. Develop and monitor the induction and orientation programme. Manage the implementation of academic support referral systems. Develop and manage annual student support services budget. Management and facilitation of student governance and student leadership development. Manage mainstreaming of gender and disability within students. Develop and manage implementation of student health and wellness programmes. Develop and monitor alumni services as well as tracking systems of previous college students. Management and implementation of sports, recreation, arts, and culture programs in the college. Prepare and provide regular reports to the academic board, management and college council. Provide relevant and timely management information to all other relevant stakeholders. Management of human, financial, and other resources of the unit.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. B KhakhuTel No: (011) 351 6000  |

|                            |   |  |
|----------------------------|---|--|
| <b><u>APPLICATIONS</u></b> | : | All applications are to be sent via online application link to <a href="https://cjc83.ngnscan.co.za/apply">https://cjc83.ngnscan.co.za/apply</a>   |
| <b><u>NOTE</u></b>         | : | Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.  |
| <b><u>CLOSING DATE</u></b> | : | 01 August 2025 at 16:00  |
| <b><u>POST 25/16</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CJC/FA/09/2025</u></b>  |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector  |
| <b><u>CENTRE</u></b>       | : | Central Johannesburg TVET College, Central Office  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate or equivalent. A recognised Bachelor's Degree / National Diploma in Financial Accounting / Cost & Management Accounting / Internal Auditing. Preference will be given to candidates with five (5) years of financial experience, who have in-depth knowledge of expenditure, fixed assets, inventory, revenue functions, clearing of accounts and reconciliations. A minimum of three (3) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). In-depth knowledge of the requirements of the CET Act, PFMA and Treasury Regulations; experience in management of accounts and financial reporting requirements, good interpersonal, communication and managerial skills; ability to work under pressure with strict deadlines and good computer literacy skills (MS Office, SAGE and ITS). A valid driver's license. Registration with a professional body will be an added advantage.   |
| <b><u>DUTIES</u></b>       | : | Formulate and regularly review financial management policies. Monitor the effectiveness of financial operations through the assessment of key financial performance indicators. Facilitate and coordinate the annual budgeting process. Perform monthly budgetary and expenditure analysis. Coordinate, manage and monitor cash flows. Analyse, manage and monitor monthly reconciliation of bank, debtors, creditors, suspense and general ledger accounts. Authorise and monitor employee salaries, deductions and allowances and ensure annual reconciliation of employee tax. Authorise supplier and creditor payments in line with treasury regulations and college policies. Manage college assets, inventory and consumables registers. Ensure maintenance of detailed records of fixed assets. Ensure accurate calculation and recording of depreciation for all college fixed assets. Prepare inventory, fixed assets and expenditure reports for management on a monthly basis. Plan and manage regular audits and stock-taking of assets and consumables. Ensure accurate and proper recording, utilisation and classification of financial transactions including allocated funds. Establish systems to maintain and safeguard all financial records. Compile and submit all reports and information as may be required by Management, College Council, Department of Higher Education and Training and/or Auditor General. Manage the issuing of College claims and confirmation of balances. Compile financial statements for each financial year. Liaise with auditors to ensure a smooth audit process and positive audit reports. Manage staff. Liaise with all internal and external stakeholders relevant to the KRAs of the Financial Accounting Unit. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. B KhakhuTel No: (011) 351 6000   |
| <b><u>APPLICATIONS</u></b> | : | All applications are to be sent via online application link to <a href="https://cjc83.ngnscan.co.za/apply">https://cjc83.ngnscan.co.za/apply</a>   |
| <b><u>NOTE</u></b>         | : | Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete  |

set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.

|                                      |   |   |
|--------------------------------------|---|---|
| <b><u>CLOSING DATE</u></b>           | : | 01 August 2025 at 16:00   |
| <b><u>POST 25/17</u></b>             | : | <b><u>ASSISTANT DIRECTOR: (OFFICE MANAGER) OFFICE OF THE PRINCIPAL REF NO: CJC/OP/10/2025</u></b>   |
| <b><u>SALARY</u></b>                 | : | R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Central Johannesburg TVET College, Central Office   |
|                                      | : | Grade 12 certificate or equivalent. A recognised National Diploma in Office Management and Technology / Public Management or related qualification. Practical experience in Office Management and Technology / Public Management. A post graduate qualification in the relevant field/s will be an advantage. Relevant experience in strategic planning and administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector will be an added advantage. A clear demonstrated knowledge of Principal's statutory, governance and management responsibilities to ensure that they are met. Ability to coordinate and execute all activities pertaining to College Council and its Sub-Committees, Academic Board and Management. An understanding of corporate governance to effectively support the College Council. An understanding of cost centre budgetary, expenditure, cash flow and supply chain management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Excellent administrative skills and a track record in the preparation of strategic documents, presentations and databases. Proven ability to perform difficult, complex and detailed clerical and administrative work with accuracy and speed. Advanced computer literacy, including MSWord, Excel and PowerPoint. |
| <b><u>DUTIES</u></b>                 | : | Render administrative/executive support services in the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provide strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all academic board and academic board committee. Arrange and support for training interventions. Coordinate the décor layout, food service, invitation and media protocol requirements for college-hosted functions. Maintain stock of standard forms and stationery. Establish and maintain an effective records management system. Management of all human, financial and other resources of the unit.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. B KhakhuTel No: (011) 351 6000  |
|                                      | : | All applications are to be sent via online application link to <a href="https://cjc283.ngnscan.co.za/apply">https://cjc283.ngnscan.co.za/apply</a>  |
| <b><u>NOTE</u></b>                   | : | Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.  |
| <b><u>CLOSING DATE</u></b>           | : | 01 August 2025 at 16:00   |



|                            |   |   |
|----------------------------|---|---|
| <b><u>POST 25/18</u></b>   | : | <b><u>ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: CJC/11/2021</u></b>   |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09), plus benefits as applicable in the Public Service  |
| <b><u>CENTRE</u></b>       | : | Central Office  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate or equivalent. A recognised National Diploma or Bachelor's Degree in Communication or Marketing or equivalent qualification. Valid driver's licence. 5 years experience in marketing and/or communication environment of which three must be at supervisory level. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management and development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies relevant to legislation. Strong administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership and people management skills.   |
| <b><u>DUTIES</u></b>       | : | Develop, update and maintain communication and marketing strategies, policies and procedures. Constantly identify and align information sharing and communication practices/platforms to adapt to the changing communication environment and to maximise target market reach. Oversee and monitor implementation of the college branding strategy. Provide guidelines to management and staff on college branding related matters. Manage and coordinate high level college events including annual graduation ceremony and special functions such as launches. Manage public relations and media liaison services. Nourish existing client relations and partnerships by ensuring that client satisfaction levels are maintained and by promoting sound client relations across all sites. Oversee the development and production of college publications, including but not limited to the annual report, college newsletter, prospectus and profile. Regularly communicate College campaigns on social media and on online communication. Regularly maintain the content, design and layout of the college website. Provide photographic services and write articles for the college. Manage human, financial and other resources of the unit. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. B KhakhuTel No: (011) 351 6000  |
| <b><u>APPLICATIONS</u></b> | : | All applications are to be sent via online application link to <a href="https://cjc283.ngnscan.co.za/apply">https://cjc283.ngnscan.co.za/apply</a>  |
| <b><u>NOTE</u></b>         | : | Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.   |
| <b><u>CLOSING DATE</u></b> | : | 01 August 2025 at 16:00   |
| <b><u>POST 25/19</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: CJC/FAMA/12/2025</u></b>  |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector   |
| <b><u>CENTRE</u></b>       | : | Central Johannesburg TVET College Central Office  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate or equivalent. A recognised three (3) years National Diploma/ Degree (NQF level 6) in Building Management / Safety Management / Construction Management / Property Management / Civil Engineering or relevant qualification. A post graduate qualification in the relevant field/s will be an advantage. At least 5 years' relevant experience in the Facilities   |

|                            |   |
|----------------------------|---|
|                            | Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act, ISO accreditation, CET Act, Basic Conditions of Employment Act, Labour Relations Act, PFMA and Treasury Regulations, telephone management system, fire control system and facilities management system. Advanced computer skills including Excel. Strong planning and organizing, financial management, project management, resource mobilisation, communication and interpersonal, problem solving, analytical, client orientation, leadership, people management, negotiations, written and verbal communication, presentation and report writing skills.   |
| <b><u>DUTIES</u></b>       | : Oversee the construction and maintenance of buildings and premises. Ensure compliance to SHERQ and OHS Act. Develop and implement fleet management policies and procedure. Maintain the physical security function including key control, personnel, document and surveillance security. Ensure proper handling of College records, documents and archiving. Manage all infrastructural projects in liaison with the Principal Agent. Assist in identifying, collating, recommending and tracking college infrastructural projects. Assess ad-hoc projects proposals and motivate relevant project work. Ensure that work is correctly scoped. Coordinate and develop the strategic infrastructural and/or maintenance plan of the college. Where directed manage the required tasks borne of the College Infrastructural Efficiency Grant CIEG) of the project, and ensure that work is aligned to the DHET's requirements thereof. Ensure projects are managed through their phases, from project initiation, to delivery to close-out. Work / Liaise with relevant stakeholders to manage projects. Maintain a risk register for all projects undertaken. Maintain sound relationships between internal and external stakeholders. Compile and submit comprehensive reports and ensure adherence to reporting standards. Ensure there is complete close out report before the rest of the project costs are paid out. Management of all human, financial and other resources of the unit |
| <b><u>ENQUIRIES</u></b>    | : Mr. B KhakhuTel No: (011) 351 6000  |
| <b><u>APPLICATIONS</u></b> | : All applications are to be sent via online application link to <a href="https://cjc283.ngnscan.co.za/apply">https://cjc283.ngnscan.co.za/apply</a>  |
| <b><u>NOTE</u></b>         | : Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.  |
| <b><u>CLOSING DATE</u></b> | : 01 August 2025 at 16:00   |
| <b><u>POST 25/20</u></b>   | : <b><u>SENIOR STATE ACCOUNTANT REF NO: CJC/SSA/13/2025</u></b>   |
| <b><u>SALARY</u></b>       | : R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector   |
| <b><u>CENTRE</u></b>       | : Central Johannesburg TVET College, Central Office   |
| <b><u>REQUIREMENTS</u></b> | : Grade 12 or equivalent. A recognized three-year Degree / Diploma in Accounting / Financial Management or equivalent qualification. 5 years' experience in a relevant financial environment. computer literate. At least three years of experience working with ITS payroll will be an added advantage. Knowledge of financial functions and practices practices as well as the ability to capture data and collate financial statistics. Knowledge of financial accounting procedures, methods and principles established for the processing of salaries and financial transactions. Transactional experience of accounting systems specifically relating to posting of accounting entries. Knowledge of the public sector financial management compliance and reporting requirements. Proven computer literacy, including MSWord and Excel. Planning and organizing, Good verbal and written communication skills. Flexibility and interpersonal relations skills. Ability to pay attention to detail. Valid drivers' licence.   |

|                            |   |  |
|----------------------------|---|--|
| <b><u>DUTIES</u></b>       | : | Ensure the implementation of budget and expenditure control systems. Draw and analyse monthly accounting reports and supervise corrections, where necessary. Manage income and expenditure. Administer payroll control and salary administration. Review all payroll reconciliations and ensure salary control accounts are balanced. Ensure overall supervision and provision of the salary administration service. Any Ad Hoc requests from the AD – Financial Accounting and CFO. Oversee verification of information for payroll certification. Ensure the correct classification of payroll costs in line with GRAP requirements. Quality assure all payroll transactions. Conduct reconciliation of transactions on the college payroll system with the accounting records. Ensure distribution of pay slip to all staff are open on the electronic system. Manage annual SARS reconciliation submission EMP50. Ensure distribution of IRP5's to all staff are open on of the electronics system. Safeguard all financial records. Assist in the compilation of financial statements for each financial year. Prepare the unit for the financial audit and respond to queries raised by internal and external auditors. Manage human, physical and financial resources of the unit. Perform ad-hoc assignments from the ASD Financial Accounting and Deputy Principal Finance. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. B KhakhuTel No: (011) 351 6000   |
| <b><u>APPLICATIONS</u></b> | : | All applications are to be sent via online application link to <a href="https://cjc283.ngnscan.co.za/apply">https://cjc283.ngnscan.co.za/apply</a>   |
| <b><u>NOTE</u></b>         | : | Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for, (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.  |
| <b><u>CLOSING DATE</u></b> | : | 01 August 2025 at 16:00  |
| <b><u>POST 25/21</u></b>   | : | <b><u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/SPHRD001/2025</u></b>   |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08)  |
| <b><u>CENTRE</u></b>       | : | Corporate Office (Bethlehem)   |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource/Development. Minimum of three (3) years relevant experience. Minimum of two (2) years experience at supervisory level. Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Valid driver's license (except for persons with disabilities), Competencies and attributes: Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understanding of legislative framework governing the Public Services. Storage and retrieval procedures in terms of the working environment.  |
| <b><u>DUTIES</u></b>       | : | Ensure the implementation of training and development programmes. Facilitate the development of Work Skills Plan. Administer bursaries in the College. Administer Internship and learnership programmes. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Facilitate the development of job descriptions. Formulate the Employment Equity Plan for the College. Manage human, financial and other resources in the unit. Perform any other duty related to the post.  |
| <b><u>Enquiries</u></b>    | : | Mr GD Mokoena Tel No: (058) 303 1732   |
| <b><u>APPLICATIONS</u></b> | : | All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: <a href="mailto:hrrcruitment@malutitvet.co.za">hrrcruitment@malutitvet.co.za</a>  |

**NOTE**

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za). The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

**CLOSING DATE**

: 11 August 2025

**POST 25/22**

: **EXAMINATION OFFICERS (X7 POSTS)**

**SALARY CENTRE**

: R325 101 per annum (Level 07)  
: Bethlehem campus Ref No: MALUTITVET/Bhm001/2025  
: Bonamelo Campus Ref No: MALUTITVET/Bon002/2025  
: Harrismith Campus Ref No: MALUTITVET/Harr003/2025  
: Itemoheleng Campus Ref No: MALUTITVET/Item004/2025  
: Lere La Tshepe Campus Ref No: MALUTITVET/Lere005/2025  
: Sefikeng Campus Ref No: MALUTITVET/Sef006/2025  
: Main Campus Ref No: MALUTITVET/Main007/2025

**REQUIREMENTS**

: Recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification). 2-3 years in the examination services / Teaching and Learning environment/ related field. Competencies and attributes: Knowledge of White Paper on PSET Act, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.

**DUTIES**

: Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificate services. Provide administration support for the examination unit. Supervise staff. Perform any other duty related to the post.

**ENQUIRIES APPLICATIONS**

: Ms NJ Ntsela Tel No: (058) 303 1732  
: All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag

X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za

**NOTE**

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za). The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

**CLOSING DATE**

: 11 August 2025

**POST 25/23**

: **PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/HRD002/2025**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R325 101 per annum (Level 07)  
: Corporate Office (Bethlehem)  
: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized National Diploma in Human Resource Management/Development (NQF level 6) or relevant qualification. Introduction to PERSAL certificate. 2-3 years' relevant experience in Human Resource development environment. Competencies and attributes: Knowledge: Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Skills: Coordination and facilitation of training programmes. Planning and organizing. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing. Teamwork. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage.

**DUTIES**

: Implement all training and development programmes in line with approved plans. Facilitate the development and implementation of Work Skills Plan. Process bursaries in line with the departmental policy. Coordinate the implementation of Internship and Learnership Programmes. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Facilitate the development of job descriptions. Provide assistance on the

**ENQUIRIES  
APPLICATIONS**

development, review and implementation of Employment Equity Plan for the College. Supervise human resources/employees.

: Mr GD Mokoena Tel No: (058) 303 1732  
: All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za

**NOTE**

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za). The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

**CLOSING DATE**

: 11 August 2025

**POST 25/24**

: **CAMPUS ADMINISTRATORS (X2 POSTS)**

**SALARY  
CENTRE**

: R352 101 per annum (Level 07)  
: Bonamelo Campus Ref No: MALUTITVET/CA001/2025  
: Itemoheleng Campus Ref No: MALUTITVET/CA002/2025

**REQUIREMENTS**

: Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification. 2-3 years relevant experience in Administration environment. Competencies and Attributes: Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.

**DUTIES**

: Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to

campus management. Administer and coordinate human resource services. Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Maintain a proper filing system. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and National Achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Administer student registration and examination process. Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process.

**ENQUIRIES**  
**APPLICATIONS**

: Ms NJ Ntsela Tel No: (058) 303 1732  
: All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za

**NOTE**

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za). The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

|                            |   |  |
|----------------------------|---|--|
| <b><u>CLOSING DATE</u></b> | : | 11 August 2025   |
| <b><u>POST 25/25</u></b>   | : | <b><u>IT TECHNICIAN REF NO: MALUTITVET/IT004/2025</u></b>  |
| <b><u>SALARY</u></b>       | : | R352 101 per annum (Level 07)  |
| <b><u>CENTRE</u></b>       | : | Sefikeng Campus  |
| <b><u>REQUIREMENTS</u></b> | : | Recognized National Diploma in Information Technology (IT)/ Computer Science or equivalent A+, ITIL v3 Foundation, Valid code B driver's licence, at least 1-2 years' experience in IT environment. Software and hardware support (Windows Microsoft). Competencies and attributes: IT Hardware and Software. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. Effective customer relations. BAS (Desktop). PERSAL(Desktop). MIS Systems and any related Systems (Desktop). COLTECH(Desktop).  |
| <b><u>DUTIES</u></b>       | : | Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services Desk policies. Perform backups information and anti-virus support and offsite storage. perform trouble shooting and diagnosis Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Prove network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones Configuring mainframe applications (BAS, LOGIS & PERSAL) Troubleshooting of all issues reported Provide support of data migration during computer setup Rendering of IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data Gather and analyses users' issues in ICT and provide solutions. Provide assistance on ICT related project activities.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms NJ Ntsela Tel No: (058) 303 1732  |
| <b><u>APPLICATIONS</u></b> | : | All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za  |
| <b><u>NOTE</u></b>         | : | Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website <a href="http://www.malutitvet.co.za">www.malutitvet.co.za</a> . The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply |



for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

|                            |   |   |
|----------------------------|---|---|
| <b><u>CLOSING DATE</u></b> | : | 11 August 2025  |
| <b><u>POST 25/26</u></b>   | : | <b><u>FINANCIAL AID OFFICER REF NO: CJC/FAO/14/2025</u></b>   |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07), plus benefits as applicable in the Public Sector   |
| <b><u>CENTRE</u></b>       | : | Central Johannesburg TVET College Central Office  |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate or equivalent plus a National Diploma / Degree in Financial Accounting or equivalent qualification. 2 years' experience working in the bursary administration environment. A good understanding of the TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Computer literacy (Ms Words and Excel) and ability to collate and handle qualitative and quantitative data. Good communication skills (verbal and written) and interpersonal relations. Ability to operate office equipment and perform routine tasks. Ability to pay attention to detail, work under pressure and meet deadlines. Extensive working A driver's licence.  |
| <b><u>DUTIES</u></b>       | : | Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Administer student attendance report requisitions. Verify student accommodation with property owners. Be responsible for verbal and written enquiries from students, parents and other relevant stakeholders. Coordinate student bursary schemes and financial aid administrative support services. Administer the bursary and financial aid schemes application processes in line with NSFAS guidelines, funder MOU/SLA and policies. Create bursary fund on the ITS system. Create bursary applications and estimates on ITS system. Coordinate the authorization of disbursement funds. Facilitate other financial aid schemes and options where possible. Allocate bursary remittances on the ITS System. Maintain effective record keeping systems to facilitate smooth external audits and positive audit outcomes. Liaise with the finance department and ensure that financial aid accounts are updated and reconciled on a continuous basis. Provide guidance to bursary clerks. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. B KhakhuTel No: (011) 351 6000  |
| <b><u>APPLICATIONS</u></b> | : | All applications are to be sent via online application link to <a href="https://cjc283.ngnscan.co.za/apply">https://cjc283.ngnscan.co.za/apply</a>  |
| <b><u>NOTE</u></b>         | : | Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.  |

|                            |   |   |
|----------------------------|---|---|
| <b><u>CLOSING DATE</u></b> | : | 01 August 2025 at 16:00   |
| <b><u>POST 25/27</u></b>   | : | <b><u>SUPPLY CHAIN CLERK NO: CJC/SCMC/15/2025 (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05), plus benefits as applicable in the Public Sector   |
| <b><u>CENTRE</u></b>       | : | Central Johannesburg TVET College Central Office  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate or equivalent. A recognised National Diploma in Supply Chain Management / Logistics / Public Management) equivalent/related qualification. Basic knowledge of supply management duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of PFMA, PPPFA, Treasury Regulations and the CET Act. Planning and organizing, Communication (verbal and written), computer literacy, flexibility, customer care orientation. Flexibility and teamwork.  |
| <b><u>DUTIES</u></b>       | : | Render demand and acquisition clerical support by performing the following tasks: - update and maintain supplier (Including contractors) database; register suppliers on business management system; request and receive quotations; capture specification on the electronic purchasing system; place orders; Issue and receive quotations; provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical services by placing orders; receive and verify goods from suppliers; capture goods in registers database; receive request for goods from end users and issue goods to end users. Conduct spot checks and stock counts. Maintain records and filing system.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. B KhakhuTel No: (011) 351 6000  |
| <b><u>APPLICATIONS</u></b> | : | All applications are to be sent via online application link to <a href="https://cjc283.ngnscan.co.za/apply">https://cjc283.ngnscan.co.za/apply</a>  |
| <b><u>NOTE</u></b>         | : | Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer. |
| <b><u>CLOSING DATE</u></b> | : | 01 August 2025 at 16:00   |

**DEPARTMENT OF HUMAN SETTLEMENTS**

*The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

|                            |   |   |
|----------------------------|---|---|
| <b><u>APPLICATIONS</u></b> | : | Applications can be forwarded to <a href="mailto:dhs@tttrecruitment.co.za">dhs@tttrecruitment.co.za</a>   |
| <b><u>CLOSING DATE</u></b> | : | 01 August 2025 at 16h00   |
| <b><u>NOTE</u></b>         | : | Please note that your personal information will be collected for the purposes of the recruitment process only. By populating the Z83 form you are consenting to the processing of your personal information. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from the Department of Public Service and Administration's website or any Public Service department and must be accompanied by a detailed CV. Shortlisted candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) to qualify for a Government Medical Subsidy. SMS posts: All shortlisted 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, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process. |

**MANAGEMENT ECHELON**

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 25/28</u></b>   | : | <b><u>CHIEF DIRECTOR: COMMUNICATIONS REF NO: DOHS/29/2025</u></b><br>Branch: Corporate Services<br>Chief Directorate: Communications   |
| <b><u>SALARY</u></b>       | : | R1 494 900 per annum (Level 14), (all-inclusive salary package)  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate must have Matric/Grade 12 or equivalent; Relevant Undergraduate qualification or equivalent (NQF level 7) as recognised by SAQA in Communications, Multi-Media studies or Journalism. A postgraduate degree will be an added advantage. The candidate must have a minimum of five (5) years relevant experience at Senior Management level in Communications, Multi-Media and Journalism environment in the Public or Private Sector. Skills And Competencies: Advance knowledge of relevant government, legislations, policies and regulations particularly the Public Finance Management Act and Regulations (PFMA); Public Service Act and |

Regulations, Independent Communication Authority of South Africa Act (ICASA), Electronic Communications and Transactions Act (ECTA), Government Communications Policy, Government Communications Information Systems (GCIS) policies and protocols and Parliamentary Protocols and linkages with government clusters. Must have skills in strategic management, annual performance planning, operational planning, performance management and the ability for effective performance planning, implementation, reporting, monitoring and evaluation. Strategic capability and leadership, programme and project management skills, financial management, service delivery and innovation, problem solving and analysis, conflict management, change management skills and the ability to work for extended hours and under pressure. Must have excellent communication skills (both written and verbal), public relations, client relations, multi-media digital communications and deep understanding of web culture, social media platforms and channels, knowledge management, people management, client orientation, customer focus, diversity management, financial management, risk management and good corporate governance. Must have a valid driver's licence.

#### **DUTIES**

: The successful candidate will be expected to provide internal and external communication services to the Department, build communication networks and inter-sectoral communication and stakeholder management platforms for National, Provincial and Local Government within the Human Settlement Sector. Oversee the Strategic, Annual and Operational Plans of the Communications Unit and the Communications and Marketing Plan of the Department and ensure effective performance management against pre-determined objectives, reporting and implementation, monitoring and evaluation, including multi-media communication analytics. Provide media liaison and communication through various multi-media services, digital and electronic web-based multi-media and social platforms in the communication, promotion and marketing the Department. Oversee the image of the Department in the digital and social media space against all applicable legislations. Provide support to the Executive Authority's communications, multi-media strategy, and service delivery programmes, media events and campaigns, from design through to delivery.

#### **ENQUIRIES** **NOTE**

: Ms M Tshokolo Tel No: (012) 444-1473  
: Female candidates and people with disabilities are encouraged to apply

## 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*

|                            |   |   |
|----------------------------|---|---|
| <b><u>APPLICATIONS</u></b> | : | Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post.   |
| <b><u>CLOSING DATE</u></b> | : | 04 August 2025  |
| <b><u>NOTE</u></b>         | : | The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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. |

## OTHER POSTS

|                            |   |   |
|----------------------------|---|---|
| <b><u>POST 25/29</u></b>   | : | <b><u>SENIOR FAMILY ADVOCATE (LP9) REF NO: 25/VA12/NW</u></b>   |
| <b><u>SALARY</u></b>       | : | R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Office of the Family Advocate NW- Mahikeng  |
| <b><u>REQUIREMENTS</u></b> | : | An LLB Degree or recognised 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence; Knowledge of applicable Standard Operation Procedures (SOP's); Proven track record of previous managerial experience in a legal environment; Skills and competencies: Good communication skills, both verbal and writing; Litigation technique (both High Court and Lower Court); Research and investigation; Presentation; Monitoring and evaluation; Attention to details; Diversity Management; Dispute and Conflict resolution skills; Operational management skills; People management; Financial management. |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Monitor improvement in the organizational performance of the office and its saterlite service point; Manage performance information; Manage and ensure effective and efficient service delivery at the various points within the jurisdiction Head of Office; Conduct complex enquiries; Provide effective people Management in the office; Implement risk management plan and ensure audit compliance.   |

|                                      |   |  |
|--------------------------------------|---|--|
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. PM Seletedi Tel No: (018) 397 7088/7106<br>Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .  |
| <b><u>POST 25/30</u></b>             | : | <b><u>FAMILY ADVOCATE (LP7-LP8) REF NO: 25/VA13/NW</u></b>   |
| <b><u>SALARY</u></b>                 | : | R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Office of the Family Advocate NW- Mahikeng<br>An LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation experience; Admittance as an Advocate; Fluency in Afrikaans will be added as an advantage; A valid driver's license. Skills and competencies: Good communication skills (verbal and writing); Research and investigation; Monitoring and evaluation; Report writing skills; Diversity management; Dispute and Conflict Resolution skills.   |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereon; Institute and conduct enquiries to ascertain the best interests of the minor child through alternative dispute resolution (ADR) procedures and evaluation; Attend to relevant circuit courts within the province.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. PM Seletedi Tel No: (018) 397 7088/7106<br>Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .  |
| <b><u>POST 25/31</u></b>             | : | <b><u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 25/VA11/NW</u></b>   |
| <b><u>SALARY</u></b>                 | : | R630 630 – R1 450 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Office of the State Attorney NW: Mahikeng<br>An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, Office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; A valid driver's license. Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Accuracy and attention to details; Good communication (written and verbal); Interpersonal relations. |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, Commission for Conciliation, Mediation and Arbitration, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide effective people management.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. PM Seletedi Tel No: (018) 397 7088/7106<br>Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .   |
| <b><u>NOTE</u></b>                   | : | Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record.   |
| <b><u>POST 25/32</u></b>             | : | <b><u>DEPUTY MASTER (MR-6) REF NO: 25/40/FS</u></b>  |
| <b><u>SALARY</u></b>                 | : | 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.   |
| <b><u>CENTRE</u></b>                 | : | Master of The High Court: Bloemfontein   |

|                                      |   |   |
|--------------------------------------|---|---|
| <b><u>REQUIREMENTS</u></b>           | : | LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship's and Trusts. Skills and competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.             |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the strategic objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of services, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms N Dywili at (073) 775 0709   |
|                                      | : | Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .   |
| <b><u>POST 25/33</u></b>             | : | <b><u>COURT MANAGER (X3 POSTS)</u></b>  |
| <b><u>SALARY</u></b>                 | : | R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>                 | : | Kimberley Magistrate Office Ref No: 09/25/NC/KIM<br>Kuruman Magistrate Office Ref No: 10/25/NC/KUR<br>Mothibistad Magistrate Office Ref No: 11/25/NC/MOT  |
| <b><u>REQUIREMENTS</u></b>           | : | An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management. |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms S. Segopa Tel No: (053) 802 1300   |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post.  |
| <b><u>NOTE</u></b>                   | : | Separate application must be made per centre and quoting the relevant reference number.   |

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 25/34</u></b>   | : | <b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Provincial Office: Bloemfontein Ref No: 25/10/FS<br>Provincial Office: Mahikeng Ref No: 25/VA19/NW   |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 6 qualification in Human Resource Management / Industrial and Organisational Psychology / Labour Relations / Law as recognized by SAQA. A minimum of 3 years' experience in human resource management with a specific emphasis on a labour relations work environment at a supervisory level; Knowledge of Labour Relations legislative frameworks, methodologies and strategies in the Public Service; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions, etc. Skills and competencies: Applied strategic thinking; Planning and organizing; Problem solving and decision making; Project management; Managing Interpersonal relationship; Communication and information Management; Developing others; Diversity Management; Conflict management; Computer literacy. |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Facilitate the implementation of collective bargaining proceedings; Facilitate the implementation of dispute resolution processes and procedures; Facilitate disciplinary and grievance processes and procedures; Coordinate and facilitate capacity building and advocacy relating to Labour Relations matters; Coordinate and facilitate stakeholder relations; Manage human, finance and other resources.  |
| <b><u>ENQUIRIES</u></b>    | : | Free State: Ms N Dywili Tel No: (051) 407 1800<br>North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106   |
| <b><u>APPLICATIONS</u></b> | : | <b>Free State:</b> Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .<br><b>North West:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .   |
| <b><u>NOTE</u></b>         | : | Separate application must be made per centre and quoting the relevant reference number.  |
| <b><u>POST 25/35</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER (X10 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate's Office: Smithfield Ref No: 25/11/FS (X1 Post)<br>Magistrate's Office: Jacobsdal Ref No: 25/12/FS (X1 Post)<br>Magistrate's Office: Theunissen Ref No: 25/13/FS (X1 Post)<br>Magistrate Office: Kimberley Ref No: 15/25/NC/KIM (X1 Post)<br>Magistrate office Britstown Ref No: 16/25/NC/BRI (X1 Post)<br>Magistrate Office: Griekwastad Ref No: 17/25/NC/GRI (X1 Post)<br>Magistrate Office: Noupoot Ref No: 18/25/NC/NOU (X1 Post)<br>Magistrate Office Garies, Ref No: 19/25/NC/GAR (X1 Post)<br>Magistrate Office Springbok, Ref No: 20/25/NC/SPR (X1 Post)<br>Schwizer Reneke Magistrate court (Incumbent to be place in Kgomotso Magistrate Court Ref No: 25/VA18/NW (X1 Post)   |
| <b><u>REQUIREMENTS</u></b> | : | Three-year National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.   |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office;   |



|                                   |   |  |
|-----------------------------------|---|--|
|                                   |   | Co-ordinate, Manage and administer support services to Case Flow Management and other court users.   |
| <b><u>ENQUIRIES</u></b>           | : | Free State: Ms NM Dywili at 073 775 0709   |
|                                   |   | Northern Cape: Ms S. Segopa Tel No: (053) 8021300  |
|                                   |   | North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106   |
| <b><u>APPLICATIONS</u></b>        | : | <b>Free State:</b> Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .   |
|                                   |   | <b>North West:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .   |
|                                   |   | <b>Northern Cape:</b> Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post. |
| <b><u>NOTE</u></b>                | : | Separate application must be made per centre and quoting the relevant reference number   |
| <b><u>POST 25/36</u></b>          | : | <b><u>PRINCIPAL COURT INTERPRETER REF NO: 22/25/NC/UPT</u></b>   |
| <b><u>SALARY</u></b>              | : | R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Magistrate Office: Upington  |
|                                   | : | NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; 5 years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience; Proficiency English; Proficiency in two (2) or more indigenous languages (Afrikaans, SeTswana and IsiXhosa); A valid driver's licence. Skills and competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.  |
| <b><u>DUTIES</u></b>              | : | Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Provide effective people management; Procure Foreign Language Interpreters and Casual Interpreters.  |
| <b><u>ENQUIRIES</u></b>           | : | Northern Cape: Mr. O. Oliphant Tel No: (054) 3375301   |
| <b><u>APPLICATIONS</u></b>        | : | Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified.  |
| <b><u>POST 25/37</u></b>          | : | <b><u>COURT INTERMEDIARY REF NO: 25/VA17/NW (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>              | : | R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>              | : | Taung and Potchefstroom Magistrate   |
| <b><u>REQUIREMENTS</u></b>        | : | A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework  |

|                                      |   |  |
|--------------------------------------|---|--|
|                                      |   | (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license. Proficiency in the following languages: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho, Tsonga and Venda; Knowledge of any foreign languages will be an added advantage. Skills and competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); problem-solving and decision-making skills. |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. PM Seletedi Tel No: (018) 397 7088/7106  |
|                                      | : | Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .  |
| <b><u>POST 25/38</u></b>             | : | <b><u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 25/VA10/NW (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>                 | : | R377 523 – R1 032 906 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Office of the State Attorney NW: Mahikeng  |
|                                      | : | LLB degree or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification Admission/litigation experience; A valid driver's license. Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate Courts, Labour Courts, Land Claims Courts and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. PM Seletedi Tel No: (018) 397 7088/7106  |
|                                      | : | Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .   |
| <b><u>NOTE</u></b>                   | : | Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record.   |
| <b><u>POST 25/39</u></b>             | : | <b><u>SENIOR COURT INTERPRETER; REF NO: 25/15/FS</u></b>   |
| <b><u>SALARY</u></b>                 | : | R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Office: Bloemfontein  |
|                                      | : | NQF Level 4/ Grade 12 and ten-years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting; Language Proficiency: English, IsiXhosa, Afrikaans and Sesotho. A valid driver's license will be an added advantage. Skills and competences: Good communication skills, Listening, Interpersonal relation Problem solving; Planning and organising; Analytical thinking skills; Time management, Confidentiality, Ability to work under pressure.   |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign   |

|                                      |   |   |
|--------------------------------------|---|---|
|                                      |   | language interpreters in consultation with the prosecutors; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms NM Dywili Tel No: (051) 407 1800/073 775 0709  |
|                                      | : | Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to: No 108 St Andrew Street, Bloemfontein, or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .  |
| <b><u>POST 25/40</u></b>             | : | <b><u>MAINTENANCE INVESTIGATOR REF NO: 25/VA14/NW</u></b>   |
| <b><u>SALARY</u></b>                 | : | R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>                 | : | Kgomotso Magistrate Court (Incumbent will be stationed in Christiana Magistrate Court)  |
| <b><u>REQUIREMENTS</u></b>           | : | A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license. Skills and competences: Computer literacy (MS Office); Numeracy skills; Communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.   |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. PM Seletedi Tel No: (018) 397 7088/7106   |
|                                      | : | Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .  |
| <b><u>POST 25/41</u></b>             | : | <b><u>CHIEF ADMINISTRATION CLERK (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>                 | : | R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>                 | : | Family Advocate: Welkom Ref No: 25/35/FS<br>Magistrate's Office, Welkom Ref No: 25/14/FS  |
| <b><u>REQUIREMENTS</u></b>           | : | A grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant Legislation. Skills and competences: Computer literacy (MS Word, Excel, PowerPoint and outlook); Communication skills (verbal and written); Interpersonal relations; Problem solving skills. Ability to work under pressure and work dependently; Planning and organizing. |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Supervision and render general clerical support services; Supervise and provide Supply Chain clerical support within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms NM Dywili Tel No: (051) 407 1800/073 775 0709  |
|                                      | : | Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein, 9300 or hand deliver it at 108 St Andrew Street, Bloemfontein, or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .  |
| <b><u>NOTE</u></b>                   | : | Separate application must be made per centre and quoting the relevant reference number  |
| <b><u>POST 25/42</u></b>             | : | <b><u>FAMILY LAW ASSISTANT (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>                 | : | R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>                 | : | Family Advocate: Welkom Ref No: 25/34/FS (X1 Post)<br>Magistrate's Office: Bloemfontein Ref No: 25/37/FS (X1 Post)  |
| <b><u>REQUIREMENTS</u></b>           | : | A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence   |

|                                      |   |   |
|--------------------------------------|---|---|
|                                      |   | Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competences: Communication skills (written and verbal); Computer literacy (MS Office); Mediation skills; Attention to detail; Conduct legal research; Good interpersonal relations.   |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Conduct screening interviews and parental responsibilities and rights information sessions, Assist members of the public with the completion of forms and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding Parental Responsibilities and Rights.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms NM Dywili Tel No: (051) 407 1800/073 775 0709  |
|                                      | : | Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein, 9300 or hand deliver it at No 108 St Andrew Street, Bloemfontein, or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .   |
| <b><u>NOTE</u></b>                   | : | Separate application must be made per centre and quoting the relevant reference number  |
| <b><u>POST 25/43</u></b>             | : | <b><u>MAINTENANCE OFFICER (MR3-MR5) REF NO: 25/VA16/NW</u></b>  |
| <b><u>SALARY</u></b>                 | : | R324 579 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Taung Magistrate Court  |
|                                      | : | LLB Degree or a four 4 year recognised legal qualification; At least 2 years' post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages; Setswana and Afrikaans; A valid driver's licence. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment. |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders. Provide effective people management to the Family Law Section and Maintenance Investigator.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. PM Seletedi Tel No: (018) 397 7088/7106   |
|                                      | : | Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .   |
| <b><u>POST 25/44</u></b>             | : | <b><u>MAINTENANCE OFFICER (MR1-MR5) REF NO: 21/25/NC/GAL</u></b>  |
| <b><u>SALARY</u></b>                 | : | 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.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Galeshewe Magistrate Office   |
|                                      | : | An LLB Degree or a four (4) year recognized legal qualification; Appropriate post qualification legal experience. Knowledge of maintenance system, Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance; Proficiency in at least two official languages; A valid driver's licence. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Good interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to details.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for Maintenance enquiries; Guide Maintenance investigators in the performance of their functions; Implement Bench orders; Provide reports and compile statistics.   |
| <b><u>ENQUIRIES</u></b>              | : | Mr R. Motlekar Tel No: (053) 802 1300   |

|                                      |   |  |
|--------------------------------------|---|--|
| <b><u>APPLICATIONS</u></b>           | : | Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post. |
| <b><u>POST 25/45</u></b>             | : | <b><u>ESTATE CONTROLLER (EC 1 – 4) REF NO: 25/39/FS</u></b>  |
| <b><u>SALARY</u></b>                 | : | R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Master of The High Court, Bloemfontein   |
|                                      | : | An LLB degree or recognized four-year legal qualification. Skills and competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.   |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms N Dywili at (073) 775 0709  |
|                                      | : | Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .  |
| <b><u>POST 25/46</u></b>             | : | <b><u>ADMINISTRATION CLERK-CRT REF NO: 25/26/FS</u></b>  |
| <b><u>SALARY</u></b>                 | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate's Office, Frankfort   |
|                                      | : | Grade 12 or equivalent qualification. Skills and competencies: Computer literacy; Knowledge of document management and filing; Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and to solve problems; Customer service.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms N Dywili at 073 775 0709  |
|                                      | : | Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .  |
| <b><u>POST 25/47</u></b>             | : | <b><u>COURT INTERPRETER (X4 POSTS)</u></b>   |
| <b><u>SALARY</u></b>                 | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>                 | : | Magistrate's Office: Bloemfontein Ref No: 25/ 17/FS (X2 Posts)   |
|                                      | : | Magistrate's Office: Winburg Ref No: 25/ 16 /FS (X1 Post)  |
|                                      | : | Magistrate's Office: Koffiefontein Ref No: 25/18/FS (X1 Post)  |
| <b><u>REQUIREMENTS</u></b>           | : | NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Language Proficiency: Bloemfontein: English, Sesotho, IsiXhosa and Afrikaans; Winburg: English, Sesotho, IsiXhosa and Afrikaans; Koffiefontein: English, Sesotho, IsiXhosa and Afrikaans. Skills and competences: Good communication skills; Listening; Interpersonal relations; Problem solving; Planning and organising; Analytical thinking skills; Time management. Confidentiality and ability to work under pressure.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.  |

|                            |   |  |
|----------------------------|---|--|
| <b><u>ENQUIRIES</u></b>    | : | Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709  |
| <b><u>APPLICATIONS</u></b> | : | Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver at No 108 St Andrew Street, Bloemfontein, OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .  |
| <b><u>NOTE</u></b>         | : | Separate application must be made per centre and quoting the relevant reference number   |
| <b><u>POST 25/48</u></b>   | : | <b><u>COURT INTERPRETER (X3 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Hopetown Magistrate Office Ref No: 12/25/NC/HPT<br>Kudumane Magistrate Office Ref No: 13/25/NC/KUD<br>Fraserburg Magistrate Office Ref No: 14/25/NC/FRA  |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Skills and Competencies: Good communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.  |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms K. Fritz Tel No: (053) 802 1300   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post.   |
| <b><u>NOTE</u></b>         | : | Separate application must be made per centre and quoting the relevant reference number   |
| <b><u>POST 25/49</u></b>   | : | <b><u>ADMINISTRATION CLERK (X27 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate's Office: Odendaalsrus Ref No: 25/20/FS (X3 Posts)<br>Magistrate's Office: Bloemfontein Ref No: 25/ 21/FS (X2 Posta)<br>Magistrate's Office: Kroonstad Ref No: 25/22/FS (X4 Posts)<br>Magistrate's Office: Parys Ref No: 25/23/FS (X2 Posts)<br>Magistrate's Office: Jacobsdal Ref No: 25/24/FS (X2 Posts)<br>Magistrate's Office: Smithfield Ref No: 25/27/FS (X1 Post)<br>Magistrate's Office: Botshabelo Ref No: 25/28 /FS (X1 Post)<br>Magistrate's Office: Bothaville Ref No: 25/29/FS (X1 Post)<br>Magistrate's Office: Fauresmith Ref No: 25/ 30/FS (X1 Post)<br>Magistrate's Office: Boshof Ref No: 25/31/FS (X1 Post)<br>Magistrate's Office: Petrusburg Ref No: 25/32/FS (X1 Post)<br>Hartswater Magistrate Office Ref No: 03/25/NC/HAR (X1 Post)<br>Phillipstown Magistrate Office Ref No: 04/25/NC/PHIL (X1 Post)<br>Upington Magistrate Office Ref No: 05/25/NC/UPT (X1 Post)<br>Calvinia Magistrate Office Ref No: 06/25/NC/CAL (X1 Post)<br>Port Nolloth Magistrate Office Ref No: 07/25/NC/PORT (X1 Post)<br>Galeshewe Magistrate Office Ref No: 08/25/NC/GAL (X1 Post)<br>Kimberley Magistrate Office Ref No: 23/25/NC/KIM (X1 Post)<br>Ditsobotla Magistrate Court Ref No: 25/VA15/NW (X1 Post) |
| <b><u>REQUIREMENTS</u></b> | : | Grade12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing  |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel  |

## **ENQUIRIES**

administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.

- : Free State: Ms N Dywili Tel No: (051) 407 1800
- : Northern Cape: Mr N.Leshage Tel No: (053) 802 1300
- : North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106

## **APPLICATIONS**

- : **Free State:** Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver at No 108 St Andrew Street, Bloemfontein OR <https://forms.office.com/r/X2XaVPasWu>.
- : **Northern Cape:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- : **North West:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR <https://forms.office.com/r/X2XaVPasWu>.

## **NOTE**

- : Separate application must be made per centre and quoting the relevant reference number

**NATIONAL PROSECUTING AUTHORITY**

*The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in the selection of suitable candidates.*

**APPLICATIONS**

: All applications must be submitted to the relevant Recruitment Response e-mail addresses Applications: Vaal (Benoni) e mail: [APTVAL26@npa.gov.za](mailto:APTVAL26@npa.gov.za)  
 Johannesburg e mail: [APTJHB26@npa.gov.za](mailto:APTJHB26@npa.gov.za)  
 Randburg e mail: [APTRAN26@npa.gov.za](mailto:APTRAN26@npa.gov.za)  
 Bloemfontein e mail: [APTBFN26@npa.gov.za](mailto:APTBFN26@npa.gov.za)  
 Welkom e mail: [APTWEL26@npa.gov.za](mailto:APTWEL26@npa.gov.za)  
 Ntuzuma e mail: [APTNTU26@npa.gov.za](mailto:APTNTU26@npa.gov.za)  
 Kimberley e mail: [APTKIM26@npa.gov.za](mailto:APTKIM26@npa.gov.za)  
 Klerksdorp e mail: [APTKLE26@npa.gov.za](mailto:APTKLE26@npa.gov.za)  
 Mthatha e mail: [APTMTH26@npa.gov.za](mailto:APTMTH26@npa.gov.za)  
 Bellville e mail: [PTBEL26@npa.gov.za](mailto:PTBEL26@npa.gov.za)  
 Polokwane e mail: [APTPLK26@npa.gov.za](mailto:APTPLK26@npa.gov.za)  
 West Rand (Protea) e mail: [APTWRP26@npa.gov.za](mailto:APTWRP26@npa.gov.za)  
 Modimolle e mail: [APTMOD26@npa.gov.za](mailto:APTMOD26@npa.gov.za)  
 Witbank (Evander) e mail: [APTWIT26@npa.gov.za](mailto:APTWIT26@npa.gov.za)

**CLOSING DATE**

: 04 August 2025

**NOTE**

: Applicants must submit applications on the most recent Z83 form, which can be obtained on the website of any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>. The Z83 must be accompanied by a comprehensive CV (describe details of previous legal experience). Failure to submit applications in the prescribed manner, will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents inclusive of a copy of Academic Record for final year LLB students on or before the day of the interview, following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. If a handwritten Z83 is submitted it must be completed in BLOCK LETTERS. Where the Z83 is not completed as prescribed your application will be disqualified. Applicants must apply to only one (1) centre. Should an application be submitted to more than one (1) centre the applicant will be disqualified from the process. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System. Applications submitted in any other way other than the published e-mail address will be treated as invalid. Please do not contact the NPA directly after you have e-mailed your application to enquire if your application has been received. If you have not received an acknowledgement of receipt within one week after the closing date, only then may you contact the NPA through the enquiries person listed in the advert. The NPA reserves the right not to fill any particular position. If you do not hear from us within six (6) months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. Applicants are advised that as from 1 January 2021 a new Z83 application form is in use. The new application for employment form (Z83) can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.



## TRAINING PROGRAM 2026/2027

### OTHER POST

|                             |   |  |
|-----------------------------|---|--|
| <b><u>POST 25/50</u></b>    | : | <b><u>ASPIRANT PROSECUTOR TRAINING</u></b><br>National Prosecutions Service<br>(12 months training program)  |
| <b><u>SALARY CENTRE</u></b> | : | R252 855 – R292 596 per annum (LP-1 to LP-2)   |
|                             | : | Aspirants are to be appointed<br>Vaal (Benoni) Ref No: APTVAL26<br>Johannesburg Ref No: APTJHB26<br>Randburg Ref No: APTRAN26<br>Bloemfontein Ref No: APTBFN26<br>Welkom Ref No: APTWEL26<br>Ntuzuma Ref No: APTNTU26<br>Kimberley Ref No: APTKIM26<br>Klerksdorp Ref No: APTKLE26<br>Mthatha Ref No: APTMTH26<br>Bellville Ref No: APTBEL26<br>Polokwane Ref No: APTPLK26<br>West Rand (Protea) Ref No: APTWRP26<br>Modimolle Ref No: APTMOD26<br>Witbank (Evander) Ref No: APTWIT26  |
| <b><u>REQUIREMENTS</u></b>  | : | Complete LLB degree or equivalent foreign qualification supported by proof of accreditation of qualifications from SAQA. Final year LLB students may apply, provided that the LLB degree will be completed before the start date of the programme. Preference will be given to applicants who have not participated in any form of Practical Vocational Training for legal practitioners. Permanent employees of the Department (DOJ&CD) and the NPA meeting the requirements may also apply. Applicants must be South African. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility.   |
| <b><u>DUTIES</u></b>        | : | Successful candidates once appointed will undergo a 12-month training programme. There will be formal assessments throughout the 12 months of the training programme. All activities and assessments must be completed. Continuous assessment will be conducted to determine competency for appointment as a prosecutor. Conditions: When carrying out their duties, Prosecutors are always required to comply with the Code of Conduct and observe Policy Directives as determined and issued by the National Director of Public Prosecutions. A written contract between the National Prosecuting Authority and the Aspirant Prosecutor outlining the conditions of service shall be entered into and such a contract will be valid and binding between the parties. An entry examination will be written which will form part of the selection process and only candidates successful in the examination based on the criteria decided will be allowed to the next level of the selection process. Aspirant Prosecutors who successfully completed the programme may not be placed permanently or on contract as District Court Prosecutors within the centre/cluster or division where they were trained. Placement is at the discretion of the NPA at any office in the country. Where an offer of permanent placement against a vacant post is made after the training and is declined, it will be regarded as a termination of contract employment. |
| <b><u>ENQUIRIES</u></b>     | : | Pfanani Malova Tel No: (012) 845 6953<br>Gija Maswanganyi Tel No: (012) 845 6944<br>Sharon Ntseo Tel No: (012) 845 6664  |
| <b><u>NOTE</u></b>          | : | It is anticipated that the program will commence on 1 March 2026. All successful candidates must be available to accept the offer to commence with the training programme at the start of the programme. No request to start later than the commencement date will be entertained. A maximum of 100 Aspirants will be appointed. An updated entry examination study guide is available on the NPA Website.   |

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**Gauteng: Johannesburg/Pretoria:** 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.

**Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

**Free State:** 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.

**CLOSING DATE**

: 01 August 2025

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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 possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications 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**

|                                   |   |  |
|-----------------------------------|---|--|
| <b><u>POST 25/51</u></b>          | : | <b><u>ASSISTANT DIRECTOR: JUDICIAL SERVICE COMMISSION (JSC) REF NO: 2025/181/OCJ</u></b><br>(One-Year Contract)  |
| <b><u>SALARY</u></b>              | : | R468 459 - R551 823 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | National Office: Midrand<br>Matric certificate. An LLB degree or a four-year recognized legal qualification. A valid driver's license. A minimum three (3) years' relevant legal experience in the judicial environment. An understanding of the functioning of Commissions or Tribunals would be an added advantage. Skills and Competencies: Report writing and editing skills, legal research and analytical skills, Project Management, Planning and organizing, Accuracy and paying attention to detail, Communication skills, Computer literacy, Excellent interpersonal skills, Ability to work under pressure and independently. Problem solving skills, Administration skills. Willingness to travel. 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. |
| <b><u>DUTIES</u></b>              | : | Rendering support to the Judicial Service Commission and its Committees, Receiving and attending to complaints against Judges, maintaining a register of complaints lodged against Judges, Consulting with the State Attorney and Advocates on Litigation matters Maintaining of stakeholder relations with referral institutions Provide research and legal assistance to the Unit, Perform any ad hoc tasks within the Unit.   |
| <b><u>ENQUIRIES</u></b>           | : | Technical enquiries: Ms M Songca Tel No: (010) 493 2575<br>HR enquiries: Mr K Mphela Tel No: (010) 493 2500  |
| <b><u>APPLICATIONS NOTE</u></b>   | : | Applications can be sent via email at <a href="mailto:2025/181/OCJ@judiciary.org.za">2025/181/OCJ@judiciary.org.za</a><br>The Organisation will give preference to candidates in line with the Employment Equity goals   |
| <b><u>POST 25/52</u></b>          | : | <b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/182/OCJ</u></b>   |
| <b><u>SALARY</u></b>              | : | R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Mthatha High Court<br>Grade 12. National Diploma in Public Administration/ Administrative Management/ Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience/supervisory level. A Valid driver's license. Skills and Competencies: Computer literacy (MS Word, Power Point, Excel and Outlook), Good communication skills (written and verbal), Problem solving skills, Report writing skills, Analytical skills, Administration skills, Planning and organizing skills; Confidentiality, Team player, Flexible, Accuracy, attention to detail and ability to work under pressure and independently.   |
| <b><u>DUTIES</u></b>              | : | Provide administrative support to the Court; Administer travel accommodation arrangements; Provide support to Facilities Management function; Provide support to Fleet Management function; Supervise and develop staff.   |
| <b><u>ENQUIRIES</u></b>           | : | Technical / HR Enquiries: Mr S Mponzo Tel No: (043) 726 5217   |
| <b><u>APPLICATIONS NOTE</u></b>   | : | Applications can be via email to: <a href="mailto:2025/182/OCJ@judiciary.org.za">2025/182/OCJ@judiciary.org.za</a><br>The Organisation will give preference to candidates in line with the Employment Equity goals   |

|                                   |   |   |
|-----------------------------------|---|---|
| <b><u>POST 25/53</u></b>          | : | <b><u>DATA CAPTURER REF NO: 2025/184/OCJ</u></b>  |
| <b><u>SALARY</u></b>              | : | R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Labour And Labour Appeals Court: Johannesburg<br>Grade twelve (12) or NQF Level 4 qualification, Computer literacy knowledge of clerical duties and understanding of legal framework governing the public service. Skills and competencies. Good communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, Problem solving skills. Customer service and attention to detail. 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.  |
| <b><u>DUTIES</u></b>              | : | Provide administration support services Capture and update data from available records into the required formats e.g. databases, table and spreadsheet. Verify missing data and errors observed during data entry. Review and validate all data from the records. Submit data and make regular backups of data. Update registers and statistics. Keep and maintain records and files. Record and file documents Provide support the verification personnel with availing data sources required and files Collect applications for default judgment and taxation from General Office. Provide information to responsible components. Keep and maintain records and files in an organized manner. Sort and distribute incoming data to be captured equally. |
| <b><u>ENQUIRIES</u></b>           | : | Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238<br>HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515   |
| <b><u>APPLICATIONS NOTE</u></b>   | : | Applications can be sent via email at <a href="mailto:2025/184/OCJ@judiciary.org.za">2025/184/OCJ@judiciary.org.za</a><br>The Organisation will give preference to candidates in line with the Employment Equity goals  |
| <b><u>POST 25/54</u></b>          | : | <b><u>USHER MESSENGER REF NO: 2025/185/OCJ</u></b>  |
| <b><u>SALARY</u></b>              | : | R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Free State Division of the High Court: Bloemfontein<br>Grade 10/ABET (NQF level 2). No experience required. A valid driver's license. A minimum of one (1) year relevant exposure to a court environment will be an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills, Good interpersonal skills, Time management skills, Client orientation and customer focus, Communication skills; Attention to detail, Flexible, Accuracy, Confidence and Ability to work under pressure.   |
| <b><u>DUTIES</u></b>              | : | Escorting of Judges' to the Court rooms. Rendering of administrative support functions to the Judges' and the Court room crew. Maintenance of Courtrooms' and court room records. Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist in general office when required.  |
| <b><u>ENQUIRIES</u></b>           | : | Technical/HR related enquiries: Ms DSJ Peters Tel No: (051) 492 4573  |
| <b><u>APPLICATIONS NOTE</u></b>   | : | Applications can be sent via email at <a href="mailto:2025/185/OCJ@judiciary.org.za">2025/185/OCJ@judiciary.org.za</a><br>The Organisation will give preference to candidates in line with the Employment Equity goals  |

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street. In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses:  
For: Deputy Director-General: Community Development- [e-recruit.DDGCD@dsd.gov.za](mailto:e-recruit.DDGCD@dsd.gov.za)  
Graphic Designer Specialist- [e-recruit.GDS@dsd.gov.za](mailto:e-recruit.GDS@dsd.gov.za)  
Occupational Health and Safety Officer- [e-recruit.OHSO@dsd.gov.za](mailto:e-recruit.OHSO@dsd.gov.za)  
NPO Help Desk- [e-recruit.NHD@dsd.gov.za](mailto:e-recruit.NHD@dsd.gov.za)  
Finance Clerk- [e-recruit.FC@dsd.gov.za](mailto:e-recruit.FC@dsd.gov.za)
- FOR ATTENTION** : Mr S Boshelo
- CLOSING DATE** : 01 August 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts 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, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshelo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELON

|                                   |   |  |
|-----------------------------------|---|--|
| <b><u>POST 24/55</u></b>          | : | <b><u>DEPUTY DIRECTOR-GENERAL: COMMUNITY DEVELOPMENT REF NO: E1/2025</u></b><br>Branch: Community Development  |
| <b><u>SALARY</u></b>              | : | R1 813 182 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | HSRC Building, Pretoria<br>An appropriate post graduate qualification (NQF level 8) in Developmental Studies or Social Sciences or Economic Development or Community Development as recognized by SAQA PLUS a minimum of 8 years' experience at senior management level. Knowledge of the Constitution of South Africa. Knowledge of i) Reconstruction and Development Programme, ii) the Growth Path, iii) Municipal System Act, iv) Rural Development Act, v) Population and Development Policy, vi) the relevant Public Service Legislative frameworks, vii) PFMA and Treasury Regulations, public management and administration principles. Knowledge and understanding of policy development. Knowledge and understanding of the NPO framework, and other NPO related Bills and Policies. White Paper on Transformation of Public Service. Knowledge of Social Service Professions Act, 110 of 1978, as amended. Understanding of the management of strategic plans, business plans and budgeting. Knowledge of the Acts that governing the implementation of social development services and programmes. Understanding and knowledge of community development related Legislations, Policies, Frameworks and norms and standards. Knowledge and understanding of involvement in the international structures/ stakeholders (UN Convention and AU). Knowledge of Kings IV Report for Corporate Governance. Knowledge of National Development Plan (NDP). Knowledge of National Development Agency Act. Competencies needed: Strategic capability and leadership. Programme and project management. Financial Management. Policy Analysis and Development. Information and Knowledge Management. Communication. Service Delivery Innovations. Problem Solving and Change Management. People management and empowerment. Client Orientation and Customer Focus. Stakeholder Management. Presentation, Facilitation and Coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinking. Cost consciousness. Honesty and integrity. |
| <b><u>DUTIES</u></b>              | : | Oversee, manage and report on the development of sustainable community development legislative frameworks, policies, strategies, operational frameworks, guidelines and effective programmes. Oversee, manage and report on the implementation of sustainable community programmes aimed at community mobilization, sustainable livelihood, poverty alleviation and reduction programmes to empower poor communities, families and individuals. Oversee, manage and report on coordination, effective and efficient non-profit organization (NPOs) registration, compliance, operations, coordination and monitoring systems, processes and application. Oversee, manage and report on the budget, human resources and performance of the branch in line with the set regulations and prescripts.  |
| <b><u>ENQUIRIES NOTE</u></b>      | : | Mr FP Netshipale Tel No: (012) 312-7662/7556<br>In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.   |

## OTHER POSTS

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 25/56</u></b>   | : | <b><u>GRAPHIC DESIGNER SPECIALIST REF NO: D1/B/2025)</u></b><br>Chief Directorate: Communications  |
| <b><u>SALARY</u></b>       | : | R468 459 per annum   |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | A relevant qualification at NQF level 6 in Graphic Design with a minimum of 3-5 years' experience in Graphic Design. Knowledge and understanding of Multimedia will be an added advantage. Knowledge of departmental |

|                            |   |  |
|----------------------------|---|--|
|                            |   | communication policies and processes. Knowledge of Public Service Regulations. Knowledge of Treasury Regulations and PFMA. Knowledge of Government branding guidelines. Knowledge of production management. Knowledge of design software and photo edit. Knowledge and understanding of creatives. Knowledge of the printing environment. Understanding application processes for International Standard Book Number (ISBN) and Annual Report Number (RP). Competencies needed: Creative. Research engines. Report writing skills. Computer literacy. Advanced Communication (verbal and written) skills. Decision making skills. Motivational skills. Project management skills. Self-management. Progress monitoring and reporting skills. Analytical and critical thinking skills. Problem solving and analysis skills. Attributes: Good Interpersonal relationships. Friendly and assertive. Work ethics. Time management. Ability to work under pressure. Reliable. Independent thinker. Integrity. Adaptability. Trustworthiness.  |
| <b><u>DUTIES</u></b>       | : | Conduct research, design concepts, and graphics for communication and marking products. Design promotional and publicity materials in line with Government Branding Guidelines. Provide advice on the application of government corporate identity and branding. Administer effective and efficient storage of creatives.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Tang Tel No: (012) 312-7939   |
| <b><u>POST 25/57</u></b>   | : | <b><u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: D1/C/2025</u></b><br>Chief Directorate: Security Management   |
| <b><u>SALARY</u></b>       | : | R397 116 per annum   |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | A relevant qualification at NQF level 6 in Safety Management or Environment Health plus 2-3 years relevant experience in Occupational Health and Safety related field. Knowledge of the Constitution of South African as well as the relevant Public Service Acts and Regulations. Knowledge of PFMA and Treasury Regulations. Knowledge of Occupational Health and Safety Act 85 of 1993 and regulations. Knowledge of Disaster Management Act. Knowledge of SHERQ Management Policy for Public Service. Knowledge of Compensation for Occupational Diseases and Injuries Act, 1993. Knowledge of National Health Act. Knowledge of Hazardous Substances Act. Knowledge of National Building Regulations and Building Standards Act. Knowledge of National Environment Management Act. Competencies needed: Financial planning skills. Problem solving skills. Communication (written and verbal) skills. Computer literacy. Planning and organizing skills. Analytical skills. Interpersonal relations skills. Attributes: Ability to work in a team and independently. Ability to work under pressure. Diplomatic. Assertive. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relationship. Accuracy and thoroughness commitment. |
| <b><u>DUTIES</u></b>       | : | Develop, maintain and review Occupational Health and Safety policies, programmes and guidelines in line with the legislation. Conduct Occupational Health and Safety risk assessment in the department. Identify, control and monitor environmental hazards in the workplace.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Nxumalo Tel No: (012) 312 7604  |
| <b><u>POST 25/58</u></b>   | : | <b><u>NPO HELP DESK REF NO: D1/D/2025 (X5 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 per annum   |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | A grade 12 certificate or equivalent. Knowledge of the Public Service Act and Regulations. Knowledge of the NPO services provision. Knowledge of relevant NPO Act, Regulations, Policies and Guidelines. Knowledge of Companies Act and Trust Properties Controls Act. Knowledge and understanding of Batho Pele Principles. Knowledge and understanding of POPIA and PAIA. Knowledge of NPO Codes of Good Practices. Competencies needed: Understanding and ability to speak at least two official languages. Computer literacy. Time management skills. Communication skills (verbal and written) skills. Problem-solving skills. Listening skills. Client orientation and customer focus. Report writing skills. Attributes: Patience. Empathy. Accuracy. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Confidentiality.   |

|                            |   |   |
|----------------------------|---|---|
| <b><u>DUTIES</u></b>       | : | Provide Non-Profit Organisations information, guidance, feedback and support. Handle Non-Profit Organisations queries and complaints. Provide off-site Non-Profit Organisations services during outreach programmes.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr R Nemutanzhela Tel No: (012) 312 7692  |
| <b><u>POST 25/59</u></b>   | : | <b><u>FINANCE CLERK REF NO: D1/E/2025</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 per annum  |
| <b><u>CENTRE</u></b>       | : | HSRC Building, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | A Senior Certificate or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Competencies needed: Job knowledge. Problem-solving skills. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Aptitude of figures. Basic numeracy skills. Analytical skills. Coordination skills. Attributes: Ability to work independently and as part of a team. Ability to work under pressure. Systematic. Diplomatic. Assertive. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relationship. Accuracy and thoroughness. Commitment. |
| <b><u>DUTIES</u></b>       | : | Maintain logical pre-numbered system according to batch numbers to facilitate efficient retrieval and disposal of records. Maintain the filing system in the storeroom in line with the National Archives and Records Service Act. Receive and record payment and journal batches for safekeeping. Maintain proper registers of incoming and outgoing documentation and make follow-ups on missing batches. Perform monthly reconciliations of batches processed for payments against payment batches received and follow-up. Perform other administrative duties within the sub-directorate.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr B Segakweng Tel No: (012) 312 7246   |



## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to [applications@thedtic.gov.za](mailto:applications@thedtic.gov.za) (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 04 August 2025
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

## OTHER POSTS

- POST 25/60** : **DEPUTY DIRECTOR: ASIA BILATERAL RELATIONS REF NO: TRADE-034**  
Overview: To conduct research and provide advice on the preparation and execution of trade and investment negotiations and policies in Asia region.
- SALARY** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF Level 7, as recognized by SAQA, in Economics/ International Relations or International Law with an Economics focus. 3 to 5 years of relevant managerial experience in international Relations or International Law in a public or private sector environment. Key Requirements: Proven ability to carry out economic research and analysis, including compilation of basic trade data and trends. Experience developing and reviewing international trade strategies and policies. Track record in negotiating bilateral trade agreements and preparing negotiation briefs. Strong stakeholder management skills, including liaison with foreign missions and interdepartmental forums. Programme management experience, with the ability to develop action plans and monitor the implementation of the Bi-national Commission programmes. Supervisory and financial management experience, including budget monitoring and performance management of staff. Excellent written and verbal communication skills, with the ability to draft technical reports, position papers, and speeches. Proficiency in project management and the Microsoft Office Package. Knowledge of Public Service Regulations, the Public Finance Management Act, PFMA, and Treasury Regulations.
- DUTIES** : Policy Foreign Trade Research & Analysis: Facilitate the compilation and analysis of basic economic data, trends and developments in the Asia region. Provide detailed technical and legal recommendations based on solid research and analysis. Develop and review international trade strategies and policies. Monitor the implementation of policies and strategies. Identify trade and investment opportunities and finalise country briefings to quality standards. Stakeholder Management: Liaise with foreign trade missions and internal stakeholders on bilateral trade and investment issues. Advise on negotiation agreements and their potential impact on South Africa's economic interests. Serve as a conduit between South Africa and negotiating partners, ensuring follow-up on intergovernmental meeting outcomes. Negotiations: Develop and recommend negotiating positions through data and information analysis. Conduct consultations to assess the costs and benefits of proposed Free Trade

|  |   |  |
|--|---|--|
|  |   | <p>Agreements. Compile briefs on regional business developments, legal, and regulatory changes. Monitor developments in law and regulation to assess implications for South Africa. Bi-national Commission Programme: Facilitate the development of the Bi-national Commission programme and associated action plans. Monitor and report on the implementation of the programme. Participate in interdepartmental meetings and prepare progress reports ahead of Commission sessions. Communicate the bilateral trade strategy to relevant partners. Sub-Directorate Management: Manage collation of inputs for quarterly and annual reports, business plans, and targets. Monitor financial resources and assets of the unit. Supervise and develop sub-directorate staff, ensuring performance management processes are completed on time. Oversee reporting on financial and operational risk</p>   |
| <b><u>ENQUIRIES</u></b>                  | : | <p>L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 / D Mathavha Tel No: (012) 394 3864 / K Xaluva Tel No: (012) 394 1563</p>  |
| <b><u>POST 25/61</u></b>                 | : | <p><b><u>ASSISTANT DIRECTOR: ASIA BILATERAL RELATIONS REF NO: TRADE-036</u></b><br/> Overview: To conduct research and provide advice on the preparation and execution of trade and investment negotiations and policies in Asia region</p>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | <p>R582 444 per annum (Level 10)<br/> Sunnyside, Pretoria<br/> A qualification at NQF Level 6, as recognized by SAQA, in Economics/ International Relations or International Law with an Economics focus. 3 to 5 years of relevant experience in International Relations or International Law in a public or private sector environment. Key requirements: Project Management, Strategic Management and Computer Literacy (Microsoft Office Package). Experience compiling and analysing economic data, trends and developments in Asia. Experience drafting country briefings, position papers and technical reports. Experience liaising with foreign trade missions and government departments. Experience coordinating stakeholder forums and interdepartmental meetings. Experience providing inputs to trade negotiations through research and analysis. Experience identifying trade and investment opportunities and monitoring policy implementation. Experience compiling progress and statistical reports.</p>  |
| <b><u>DUTIES</u></b>                     | : | <p>Foreign Trade Research &amp; Analysis: Provide inputs on compilation and analysis of basic economic data and trends. Provide input to the development and review of international trade strategies and policies. Update economic statistics quarterly and identify trade opportunities. Draft and update country briefings and respond to ad-hoc research enquiries. Stakeholder Management: Liaise with foreign trade missions and government departments. Maintain relations with foreign governments and internal stakeholders. Participate in stakeholder meetings and prepare meeting reports. Follow up on intergovernmental meeting outcomes. Negotiations: Provide inputs to negotiating positions through research and analysis. Convene consultation meetings for trade negotiations. Provide inputs on briefs and bulletins on regional business and regulatory developments. Bi-national Commission Programme: Identify and coordinate stakeholders for the Bi-national Commission working group. Provide inputs to action plans and progress reports. Convene and attend working group meetings and implement project plans.</p> |
| <b><u>ENQUIRIES</u></b>                  | : | <p>L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 / D Mathavha Tel No: (012) 394 3864 / K Xaluva Tel No: (012) 394 1563</p>  |
| <b><u>POST 25/62</u></b>                 | : | <p><b><u>ASSISTANT DIRECTOR: CORPORATE SECRETARIAT REF NO: ODG-022</u></b><br/> Overview: To provide corporate secretariat and administrative support to the Department's Executive Board (Exbo) and its sub-committees, ensuring compliance with good governance and King IV principles.</p>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | <p>R468 459 per annum (Level 09)<br/> Sunnyside, Pretoria<br/> A qualification at NQF Level 6, as recognized by SAQA, in Law / Public Administration / Secretariat. 3 to 5 years of relevant experience in providing secretariat functions in the public/private sectors. Key Requirements: Chartered Institute of Secretaries (CIS) certification. A Chartered Institute of Secretaries (CIS) certification will serve as an added advantage. In-depth knowledge of Computer Literacy (Microsoft Office Package). Excellent</p>   |

**DUTIES**

Planning and organising skills. Excellent verbal and written communication skills. Understanding of PFMA, Public Service Act, and Regulations, Treasury Regulations. Excellent interpersonal skills. Attention to detail.

: Meeting Preparation and Logistics: Coordinate venues, documentation, presenters, and scheduling for Exbo and subcommittee meetings. Draft and circulate agendas, collate and distribute document packs. Secretariat Services during and after meetings: Provide in-meeting support including attendance registers, disclosures, agenda and presentation management. Take minutes and circulate minutes to members and submit them for approval within the required timelines. Maintain contact lists, develop a corporate calendar and manage digital record keeping. Provide extracts of minutes and update SOPs for secretariat processes. Governance Monitoring and Reporting: Conduct annual assessments and reviews of TORs and workplans. Compile self-assessment reports and implement improvements.

**ENQUIRIES**

: L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 / D Mathavha Tel No: (012) 394 3864 / K Xaluva Tel No: (012) 394 1563

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 01 August 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> 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****POST 25/63**

- : **CHIEF EXECUTIVE OFFICER: LIMPOPO-OLIFANTS CATCHMENT MANAGEMENT AGENCY (LOCMA) REF NO: LOCMA 04**
- : Five-year performance-based contract
- : Re-advertisement, applicants who have previously applied must re-apply.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- : Polokwane
- : A four (4) year Degree at NQF 7 in Science/Engineering or equivalent relevant qualification. Qualification/certificate in leadership or Executive Development Programme will be an added advantage. Member of any relevant professional body either in administration/science/engineering or any related profession. Facilitation, communication, senior management program, stakeholder engagement/ public participation process courses, water resources management. A minimum of 5 years relevant experience in the Water Sector at a Senior Management level. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High-level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management & Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

**DUTIES**

- : Facilitate and ensure the development/review of the Limpopo-Olifants Catchment Management Agency (LOCMA). Oversee the development and implementation of a 5-year strategic plan of the LOCMA. Oversee the

development and implementation of the LOCMA's Annual Performance Plan. Oversee the submission and reporting of Annual Reports and Quarterly Reports. Prepare and present the LOCMA reports to the Department of Water and Sanitation, Parliamentary Committees, and the Governing Board. Coordinate the development of a comprehensive Corporate Plan. Oversee the performance and service delivery of the LOCMA. Oversee the coordination of the Governing Board, Risk-, EXCO- and Audit Committee sittings. Approval of agendas, minutes, and reports of the committees before distribution. Oversee the work of the committees. Recommendation of internal & external policies & procedures documentation to the Governing Board and LOCMA committees for approval. Oversee the effective coordination of stakeholder participation and empowerment strategies. Signing and approval of Memoranda of Agreement (MOA's) and Memoranda of Understanding (MOU's) related to external parties. Approval of the LOCMA contract of employment for candidates. Oversee the championing of transformation of water resource management within the Limpopo-Olifants Water Management Area. Will be responsible for the appointment of bid committees, approval of bid specifications, review recommendations from the bid adjudication committees and approve for the appointment of successful bidders in line with the LOCMA delegation of authority. Oversee the effective implementation and maintenance of all administrative, financial, and technical support systems for the delivery of water resource management services. Establish and maintain sound project management systems. Ensure that the LOCMA finance and procurement processes are managed in line with the PFMA, PPPFA, National Treasury and other relevant regulations. Oversee the proper management of the LOCMA assets and physical resources. Supervise and manage executives and all direct reporting employees. Sign performance agreements and review performance of the executives and all the direct reporting employees.

**ENQUIRIES  
APPLICATIONS**

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

**NOTE**

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

**POST 25/64**

: **DIRECTOR: CENTRAL OPERATIONS REF NO: 010825/01**  
Branch: Infrastructure Management: Central Operations  
Chief Directorate: Water Resources Infrastructure Operations and Maintenance  
Directorate: Operations Central

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive salary package)  
: Pretoria  
: A Bachelor's degree at NQF level 7 qualification in the Engineering field of Mechanical / Civil / Electrical Engineering or relevant. Five (5) years managerial experience in engineering. Five (5) years' experience at a middle / senior managerial level. The disclosure of a valid unexpired driver's license. Knowledge of technical, civil, mechanical or electrical engineering. Knowledge of the water sector. Understanding and application of human resource components. Understanding and application of engineering principles. Strategic capability and leadership. Understanding finance, change and knowledge management. Service delivery and innovation. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES**

: The development and implementation of policies and strategic objectives for the cluster. Develop progress reports on the achievement of objectives and expenditure. Manage the operations of water resource infrastructure for the cluster. Develops, reviewed and updated bulk water supply agreements. Rehabilitation and refurbishment of water resource infrastructure. Manages the canals and civil engineering rehabilitation of infrastructure. Ensure that risk for the operations in the cluster is managed. Manage asset management for both movable and non-moveable assets. Ensure that the bulk supply of raw water

to institutions is in accordance with the agreement signed by relevant parties. Resource accountability and human resource management. Transformation, financial management and accountability. Accounting to departmental bargaining adjudication committee.

**ENQUIRIES  
APPLICATIONS**

: Ms ND Ndumo Tel No: (012) 741 7220  
: All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**OTHER POST**

**POST 25/65**

: **CHIEF DEVELOPMENT EXPERT: CONSUMER PROTECTION REF NO:  
010825/02**  
Branch: Regulation Compliance and Enforcement  
Cd: Economic and Social Regulation

**SALARY  
CENTRE  
REQUIREMENTS**

: R582 444 per annum (Level 10)  
: Pretoria Head Office  
: A National Diploma or Degree in Social Science / Law / Financial Management / Economic Sciences. A minimum of 3 years relevant experience in Financial Management / Economic Sciences/ Social Sciences / Basic understanding of law. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of water sector legislations, policies, practices, and procedures. Practical knowledge of financial models. Knowledge of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, GRAP guidelines and policies. Knowledge of accounting practice. Problem solving and analysis. Good people management, environment and change management interventions. Knowledge management skills. Service delivery analysis. Client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability, and good ethical conduct.

**DUTIES**

: Ensure that stakeholders are empowered, and ensure functional relationships between stakeholders in the water sector. Ensure adequate consultation of stakeholders in tariff consultation processes. Ensure affordable tariffs determination in the value chain. Perform any other task delegated by Management and rendering of general management of the sub-directorate.

**ENQUIRIES  
APPLICATIONS**

: Ms S Moshidi Tel No: (012) 336 6614  
: All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>