



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: KZN: PROVINCIAL TREASURY:** Kindly note that the following post was advertised in Public Service Vacancy Circular 25 dated 18 July 2025. The post title has been amended as follows, Deputy Director: Provincial Financial Reporting Ref No: KZNPT 25/33 to Deputy Director: Inter-governmental Relations Ref No: KZNPT 25/33. The closing date has been extended to 08 August 2025

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CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

<u>APPLICATIONS</u>	:	must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted.
<u>CLOSING DATE</u>	:	08 August 2025
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and submit the certificate prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link https://thensg.gov.za/training-courses/sms-pre-entry-programme . Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session.

MANAGEMENT ECHELON

<u>POST 26/01</u>	:	<u>CHIEF DIRECTOR: OVERSIGHT MONITORING AND EVALUATION REF NO: CSP/03/2025</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor Degree in Public Administration/ Social Sciences or Development Studies (NQF 7) or relevant equivalent qualification. 5 years' Senior Managerial level experience. Understanding of monitoring and evaluation strategies, policies and procedures. Monitoring methodologies, Monitoring and evaluation methods, extensive knowledge and experience in monitoring and evaluation tools and systems. Understanding of Civilian Secretariat for Police Service Act, South Africa Police Service Act, Public Service Act, Public Finance Management Act, and SMS Handbook. Computer literacy, project management, problem solving and decision making skills. Verbal and written communication skills. Strategic Capability and Leadership, planning and organising, presentation, and facilitation skills. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership and support to the Secretary for Police to ensure that the Civilian Secretariat for Police Act, 2011 is properly implemented. Advise the Secretary for Police Service on the constitutional and other statutory powers and responsibilities of the Minister of Police. Give strategic advice to the Secretary for Police Service in respect of oversight monitoring and evaluation that is constitutional and policy compliant. Ensure development and

management of strategies to monitor performance of Police services. Provide direction and guidance on the monitoring of policing legislation and policies to improve service delivery. Provide strategy on the analysis of the performance of police in relation to the departmental strategic plan, budget utilisation and the Ministerial priorities. Manage the oversight monitoring and evaluation of police compliance to policies and legislations. Provide guidance on monitoring SAPS compliance with legislation, policing policies and Ministerial directives. Manage reporting on SAPS implementation and compliance with the Domestic Violence Act to Parliament. Establish and manage relationship with relevant stakeholders such as Civil Society, SAPS and other government Department. Manage the oversight monitoring and evaluation of the police conduct and transformation. Manage the development of strategies to monitor police conduct. Provide leadership on the awareness for compliance with developed legislation. Manage the assessment of civil claims and disciplinary management services. Ensure development of strategies, processes and procedures for evaluating SAPS programs. Manage coordination of monitoring and evaluation projects conducted with provinces. Conduct risk assessment, develop mitigating strategies and mitigate risks. Management of Resources (Human and financial).

**ENQUIRIES
APPLICATIONS**

: Mr BK Shiphamele Tel No: (012) 4931 388
: Can also be emailed to Recruitment22@csp.gov.za

POST 26/02

: **DIRECTOR: LEGISLATION REF NO: CSP/04/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive package)
: Pretoria
: LLB Degree or Bachelor's Degree in Law (NQF 7) or relevant legislation drafting equivalent qualification. 5 years' middle management/Senior Managerial level experience that must include legislative drafting. Extensive knowledge and experience in legislative drafting, a sound knowledge of and interpretation of constitutional law. Understanding of legislation research and development methodologies, analysis methods, research methodologies, monitoring and evaluation methods and Legislation formulation. Knowledge of good governance and Batho Pele Principles. Understanding of government systems and structures. Strategic capability and leadership, programme and project management, people management and empowerment. Financial management, change management and computer literacy. Problem solving and decision-making skills. Verbal and written communication skills. Legislation development and Legislation research skills. Knowledge of the Safety and Security Sector will be an added advantage. A valid driver's license.

DUTIES

: Identify and develop primary and subordinate legislation relating to the mandate of the Minister of Police in accordance with approved policy directives. Perform continuous environmental scanning in order to identify shortcomings in and possible improvement of legislation pertaining to policing functions and operations. Conduct legal research, including international legal research to conduct comparative analysis of legislation. Develop and prepare draft Bills and Regulations. Actively participate in all legislative processes leading up to the submission of legislation in Parliament. Review and amend existing primary and subordinate legislation. Engage with internal and external research units to source policing assessment/oversight reports for analysis, engage with provincial secretariats and other relevant institutions to identify gaps in the policing legal framework. Review of Bills and Regulations processes leading to the tabling of thereof, advising the Minister in respect of legislative proposals, prepare and make presentations on departmental legislation to parliamentary committees and other government fora. Development of legal instruments for the Secretariat and ensuring that the relevant legal instruments are complied with. Conduct analysis and research in preparing legal and constitutional advice for submission to the Secretary of Police. Consider policy implications that impact on policing legislation and make recommendations. Draft legal documents on policing that provide a clear motivation or justification on improvements for policing legislation. Provide support on Minister's statutory and constitutional responsibilities. Prepare documents for the Minister to ensure his statutory and constitutional responsibilities are executed. Conduct regular risk situation analysis Identify risk associated with legislation, monitor and evaluate legislation risks, develop mitigating strategies and execute risk strategy to mitigate risks.

ENQUIRIES

: Ms NM Sefiti Tel No: (012) 4931 388

<u>APPLICATIONS</u>	:	Can also be emailed to Recruitment42@csp.gov.za
<u>POST 26/03</u>	:	<u>DIRECTOR: COMPLIANCE REF NO: CSP/05/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor Degree in Public Administration/ Social Sciences or Development Studies (NQF 7) or relevant equivalent qualification. 5 years of experience at a middle/ senior managerial level. Understanding of monitoring and evaluation strategies, policies and procedures. Extensive knowledge and experience in monitoring and evaluation tools and systems. Sound knowledge of and interpretation of constitutional law. Knowledge of Civilian Secretariat for Police Act, SAPS Act, Public Service Act, Public Finance Management Act, SMS Handbook and community structures. Strategic capability and leadership, programme and project management. Change management, knowledge management and computer literacy. Problem solving and analysis. Verbal and written communication skills. Project management, presentation, planning and organising skills. A valid driver's license.
<u>DUTIES</u>	:	Manage the development of strategy, tools and guidelines relevant to compliance monitoring. Manage the development and implementation of compliance monitoring plan. Review existing information needs for compliance monitoring. Ensure the development of information management system. Provide guidance on monitoring SAPS compliance with legislation, policing policies and Ministerial directives. Provide direction in the development of improvement plan to address non-compliance with legislation and policies. Manage the police compliance through oversight monitoring and evaluation (OME). Ensure development and management of strategies to monitor SAPS's compliance to legislation and policies. Provide guidance on the monitoring of implementation of policing legislation and policies to improve service delivery. Provide strategic guidance on compliance of the police in relation to policies and legislation relevant to GBV and other Ministers priorities. Conduct oversight on the police focusing on policing policies and legislation. Manage and enhance police compliance through oversight monitoring and evaluation. Manage the development of strategy, tools and guidelines relevant to compliance monitoring. Manage consolidation of complex report on SAPS implementation and compliance with the Domestic Violence Act (DVA) to Parliament. Establish and manage Forums with SAPS to improve compliance with the DVA. Provide direction in the development of improvement plan to address non-compliance with the DVA. Manage and assess compliance level to policing policies by SAPS. Establish and manage relationship with relevant external stakeholders such as Civil Society, SAPS, Justice and other government departments. Establish and manage relationships with relevant internal stakeholders. Provide appropriate and timeous reports with recommendations. Coordinate and manage the implementation of special projects. Management of resources (Financial and Physical).
<u>ENQUIRIES</u>	:	Ms NM Sefiti Tel No: (012) 4931 388
<u>APPLICATIONS</u>	:	Can also be emailed to Recruitment42@csp.gov.za

OTHER POSTS

<u>POST 26/04</u>	:	<u>ASSISTANT DIRECTOR: EVALUATIONS REF: CSP/06/2025</u>
<u>SALARY</u>	:	R582 444.per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor Degree in Social Science (Sociology, Criminology, Policing, Criminal Justice) or Public Administration or Monitoring and Evaluation or Development Studies or Population Studies. 3-5 years working experience in the Monitoring and Evaluation field. Understanding of monitoring and evaluation strategies, policies and procedures. Understanding of Government legislations, Civilian Secretariat for Police Service Act, South African Police Service Act, Public Service Act, Public Service Regulations, Public Finance Management Act Knowledge of the Constitution of the Republic of South Africa, National Evaluation Policy Framework and Batho Pele Principles. Computer literacy, communication skills, presentation and project Management skills. Planning and organizing, Problem solving and decision making skills. Leadership and facilitation skills. Drivers licence.

DUTIES : Draft the directorate operational plan. Develop Monitoring and Evaluation project plan and conduct research. Design and develop data collection tools, guidelines and procedures for evaluating policing policies and programmes. Review piloted evaluation tools. Collect data at police stations, district and provincial office as well as SAPS units. Compile oversight M&E reports and provide feedback and recommendations to the relevant SAPS Commanders. Provide Secretarial support at M&E Forums and stakeholder meetings. Maintain a database for evaluation of stakeholders. Participate in the implementation of special projects identified by the Minister or Secretary for Police Service. Management of resources (human and financial).

ENQUIRIES : Mr M Maiko Tel No: (012) 4931 390

APPLICATIONS : Can also be emailed to Recruitment52@csp.gov.za

POST 26/05 : **ASSISTANT DIRECTOR: COMMUNITY OUTREACH PROGRAMME REF NO: CSP/07/2025**

SALARY : R582 444 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelors or Degree in Social Science (NQF 6) or relevant equivalent qualification. 3 years working experience. Understanding of stakeholder management, Intergovernmental Relations Framework Act and government policies. Advanced report writing skills, policy implementation and evaluation process, policy presentation and protocol skills. Knowledge of the Constitution of the Republic of South Africa, Public Service Regulations, and Public Finance Management Act. Computer literacy, communication skills, presentation and project Management skills. Planning and organizing, Problem solving and decision making skills. Leadership and facilitation skills. Drivers licence.

DUTIES : Provide support in the identification of relevant initiatives to promote crime prevention. Engage with stakeholders and communities to identify community safety constraints in various target groups, Source and consolidate information on community safety constraints and develop community safety programmes according to identified community safety constraints. Provide support on the development of plans to implement community safety programs in identified communities. Develop and review community outreach programmes. Research comparative community outreach partnership policing theories for best practice on implemented outreach programmes. Measure impact of implemented outreach programmes and recommend improved initiatives. Engage in dialogues and other avenues to source inputs. Coordinate and align community outreach programmes for implementation in various target groups to ensure synergy. Manage and update database of relevant stakeholders and implemented programmes. Provide support on the facilitation of public participation engagements. Compile draft reports with recommendations for implemented public participation engagement plans, assist with the co-ordination of national and provincial events, assist with the sourcing of reports and recommendations from various communities on the outcome of implemented community outreach programmes. Consolidate information on implemented community outreach programmes and compile draft progress reports. Assist in the research and analysis of performance of unit functions against plan. Monitor and report on the sub-directorate resources, provide support on monthly compilation of expenditure budget reporting of costs on activities and assist in the development of sub-directorate budget tool.

ENQUIRIES : Mr MD Mashifane Tel No: (012) 4931 435

APPLICATIONS : Can also be emailed to Recruitment72@csp.gov.za

POST 26/06 : **MONITORING AND EVALUATION OFFICER REF NO: CSP/08/2025**

SALARY : R397 116 per annum

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree or equivalent qualification. National Diploma (NQF 6) in Social Science (Policing, Criminology, Criminal Justice, Sociology), Public Policy, Public Administration, Statistics, Population Studies or Development Studies. 1 to 2 years' working experience in the M&E field. Knowledge of Data collection and processing, data analysis and information management. Computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Knowledge of Civilian Secretariat for Police Service Act, SAPS Act. Public Service Act, the Constitution of the Republic of South Africa, National Evaluation Policy Framework and Batho Pele Principles. Planning and

	organizing, interpersonal and communication skills. Problem solving and decision making skills. Team leadership, customer service orientation. Maintain confidentiality and ability to work under pressure.
<u>DUTIES</u>	: Assist in the development of M&E project plan and conduct desktop research. Assist in the design and development of tools, guidelines and procedures for monitoring and evaluation of policing policies and programmes. Assist in the piloting of M&E tools, recommend changes in the review of the tool. Collect data and source documents at Police Stations, District and Provincial offices as well as SAPS Units. Capture and analyse data. Compile individual site reports and provide oversight feedback and recommendations to the relevant South African Police Service (SAPS) Commanders. Liaise with Provincial Secretariats and other stakeholders. Assist in the development of an operational plan for the directorate. Coordinate submission of quarterly reports and M&E tools to or from Provincial Secretariats. Assist in the coordination of the National Oversight Forum meetings. Provide Support in the implementation of special projects identified by the Minister and or Secretary for Police Service. Management of resources (human and financial). Preference will be given to youth and people with disability in accordance with our employment equity plan.
<u>ENQUIRIES</u>	: Mr M Maiko Tel No: (012) 4931 390
<u>APPLICATIONS</u>	: Can also be emailed to Recruitment52@csp.gov.za
<u>POST 26/07</u>	: <u>TRANSPORT OFFICER REF NO: CSP/09/2025</u>
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Bachelor's Degree or National Diploma in Supply Chain Management / Logistics / Purchasing Management or Transport Management or relevant SCM qualifications. Minimum of three (3) year supply chain experience in Transport Management. Knowledge of PFMA and Treasury-related legislations, SCM policies and procedures, Public Finance Management Act. Knowledge of accounting principles and practices, tax, and the analysis and reporting of financial data. Knowledge of contract management and leasing processes. Computer literacy, communication (verbal & written) skills. Presentation, project management skills. Advanced financial management and analytical skills. Planning and organising skills. Drivers licence.
<u>DUTIES</u>	: Coordinate state owned motor transport. Ensure efficient pool vehicle utilisation, maintenance and tracking. Keeping the pool vehicles maintenance schedules. Ensure state vehicles are maintained in a safe and roadworthy condition (license renewals). Arrange for services and repairs, conduct regular inspections on vehicles, manage and oversee pre and post vehicle delivery inspections. Administer and control fuel cards on pool vehicles. Manage traffic contravention and compile reports. Manage Accident and incident reporting. Oversee vehicle record keeping. Receive, inspect and reconcile log book. Keep inventory of parking cards, petrol cards and spare keys. Monthly visits to the Traffic Department to ensure all speeding fines are paid. Arrange for payments of fines. Drive light and medium motor vehicles to transport passengers and other items (e.g. Mail and documents). Deliver and collect official documents as requested. Accurately following routes, maps, and direction.
<u>ENQUIRIES</u>	: Mr MD Mashifane Tel No: (012) 4931 435
<u>APPLICATIONS</u>	: Can also be emailed to Recruitment72@csp.gov.za
<u>POST 26/08</u>	: <u>ADMINISTRATOR REF NO: CSP/10/2025</u>
<u>SALARY</u>	: R269 499 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Grade 12 certificate or relevant qualification. Knowledge of clerical duties. Knowledge and understanding of legislative framework governing the Public Service. Ability to capture data, use computer. Planning and organizing, communication skills (verbal and written). Computer literacy, confidentiality and accuracy. Ability to work under pressure and work long hours. Problem analysis and decision making.
<u>DUTIES</u>	: Provide administrative and secretarial support. Devise and maintain office systems including electronic and hard copy filing systems and data management. Organise events, meetings, room and facility for the directorate. Assist in logistical preparation for Directorate's meetings and events as

required. Prepare meeting packs for Directorates and timeously distribute to all participants. Write-up and follow-up on notes and actions from meetings that Directorates have participated in, prepare correspondence, presentations and other information as requested by Directorates. Coordinate proper administration of the staff overtime, claims, leave plans. Perform any other administrative duties required by Directorates. Arrange travel and accommodation for the directorate. Assist with the management of deadlines for individuals within Directorates. Administer incoming and outgoing mail/documents. Maintain records keeping and filing system. Records flow of correspondence. Receive and record information request. Compile minutes and monthly reports. Preference will be given to youth and people with disability in accordance with our employment equity plan.

**ENQUIRIES
APPLICATIONS**

: Mr MD Mashifane Tel No: (012) 4931 435
: Can also be emailed to Recruitment32@csp.gov.za

POST 26/09

: **ADMINISTRATION CLERK REF NO: CSP/11/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum
: Pretoria
: Grade 12 certificate or relevant qualification. Knowledge of clerical duties. Knowledge and understanding of legislative framework governing the Public Service. Ability to capture data, use computer. Planning and organizing, communication skills (verbal and written). Computer literacy, confidentiality and accuracy. Ability to work under pressure and work long hours. Problem analysis and decision making.

DUTIES

: Render general clerical support services. Record, organise, store, capture and retrieve correspondences and data. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Keep and maintain the asset register of the component. Maintain leave register for the component. Keep and maintain personnel records in the component. Document minutes for the governance structures within the Unit. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in the component. Check correctness of substance and travel claims of officials. Perform ad-hoc duties, as may be delegated from time to time. Preference will be given to youth and people with disability in accordance with our employment equity plan.

**ENQUIRIES
APPLICATIONS**

: Mr M Maiko Tel No: (012) 4931 390
: Can also be emailed to Recruitment82@csp.gov.za

POST 26/10

: **RECEPTIONIST REF NO: CSP/12/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R193 359 per annum
: Pretoria
: Grade 12 certificate or equivalent qualifications. The following certificates or qualifications will be added advantage: Office Administration/ Secretarial Studies/Business Administration/Public Administration/Customer Service/ or relevant. Knowledge of administrative and clerical procedures. Knowledge of computers and relevant software applications (MS Word, MS Excel, MS Outlook, MS PowerPoint, etc), customer service principles and practices. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Telephone etiquette. Verbal and written communication skills, professional personal presentation, customer service orientation, organising and planning. Computer literacy, friendly and adaptability. Accuracy, ability to work under pressure and work long hours.

DUTIES

: Render reception area services. Attend to telephone calls promptly and courteously. Receiving and directing clients to the relevant officials. Maintain telephone list and report faulty telephone lines. Keep proper and accurate details of caller. Update telephone directories for the officials. Manage and maintain reception area. Administer boardrooms bookings and allocations. Assist visitors and refer them to relevant staff members. Provide clients with relevant information. Ensure reception area is tidy and presentable. Maintains safe and clean reception area. Monitor and maintain office equipment.

ENQUIRIES

: Ms NM Sefiti Tel No: (012) 4931 388

APPLICATIONS

: Can also be emailed to Recruitment62@csp.gov.za

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE

: 08 August 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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)

MANAGEMENT ECHELON

POST 26/11 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR 5/1/2/3/58**
Re-advertisement applicants who previously applied are encouraged to re-apply.

SALARY : R1 266 714 per annum, (all- inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 7) in Supply Chain Management/Economics/ Finance/ Financial Management. 5 years' functional experience at middle/senior management level in Supply Chain Management environment. Knowledge: Compensation Fund policies, policies, procedures and processes. Customer Service principles (Batho Pele Principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and financial Management. Understanding of supply chain management policies and procedures. Understanding of the White paper on the transformation of public services. Public Service Regulations (PSR). Public Service Act (PSA). COIDA. BBBEE and BBBEE codes. Generally Recognized Accounting practices (GRAP). Protection of Personal Information Act (POPI). Legislative requirements: PPPFMA (Preferential Procurement Policy Framework). Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial Management. Decision making and problem solving. Programme management. Environmental Awareness.

DUTIES : Develop and manage the demand and acquisition processes. Develop manage and maintain logistical information and supply chain management performance of the Fund. Provide effective movable assets and liability management services. Manage all resources of the Directorate.

ENQUIRIES : Ms F Fakir Tel No: (012) 406 5723
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 26/12 : **DIRECTOR: EMPLOYER SERVICES REF NO: HR 5/1/2/3/59**
Re-advertisement applicants who previously applied are encouraged to re-apply.

SALARY : R1 266 714 per annum, (all- inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 7) in Accounting/ Finance/ Business. 5 years' functional experience at middle/senior management level in underwriting group insurance or employer registration and assessment raising environment. Knowledge: Compensation Fund policies, policies, procedures and processes. Customer Service principles (Batho Pele Principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and financial Management. COIDA. Relevant Stakeholders. Technical knowledge. Extensive knowledge and understanding of Treasury Audits. Public Service Regulations Act. Public Service regulations. Public Service Act. Extensive knowledge of internal controls and auditing principles. Legislative requirements: COIDA. Constitution Act of SA. National Treasury Regulation. Public Finance Management Act (PPFMA). Promotion of Access to Information Act. Protection of Personal Information Act. Basic Conditions of Employment Act. Occupational Health and safety Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Strategic leadership. Technical Proficiency. Business Writing. Communication (verbal and written).

		Planning and organizing. Problem Solving and decision making. Analytical thinking. People Management and Empowerment. Client Orientation and Customer focus. Programme management. Environmental Awareness. Financial Management.
<u>DUTIES</u>	:	Manage and monitor the registration of employers in accordance with the COID Act. Manage and monitor the assessment of employers in accordance with the COID Act. Manage and monitor the employer compliance in accordance with the COID Act. Manage the operations Directorate. Manage resources within the Directorate.
<u>ENQUIRIES</u>	:	Ms F Fakir Tel No: (012) 406 5723
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/13</u>	:	<u>DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/60</u> Re-advertisement applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R1 266 714 per annum, (all- inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF Level 7) in Medical Orthotics and Prosthetics as recognized by SAQA. Post Graduate Diploma in Occupational Health will be added advantage. Registration with HPCSA. 5 years' experience at a middle/ senior management level in a Medical Orthotics and Prosthetics environment. Knowledge: Relevant stakeholders. Compensation Fund Services. Customer Service (Batho Pele Principles). Fund Value. Required IT Knowledge. Fund IT Operating Systems. DPSA guidelines on COIDA. Technical Knowledge. General knowledge of Public Service Regulations. Public Service Act. Basic Conditions of Employment Act. Employment Equity Act. Occupational Health and Safety Act (OHA). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Legislative requirements: COID Act. National Health Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Fund IT Operating Systems. Programme and Project Management. Financial Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Communication. Work Ethic and Self-management. Risk Management and Corporate Governance. Medical Skills. Environmental Awareness.
<u>DUTIES</u>	:	Develop and design Prosthetic and Orthotic Policy, strategy and processes for the benefit of COIDA patients. Develop and design prosthetic and orthotic regulations for the benefits of COIDA patients. Manage, establish and maintain relationship and protocols with orthotics and prosthetics institution across the country. Manage, implement and monitor prosthetics devices. Manage the assistive devices request process. Manage the operations of the Directorate and resources (Human, Finance and Equipment).
<u>ENQUIRIES</u>	:	Ms F Fakir Tel No: (012) 406 5723
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/14</u>	:	<u>DIRECTOR: MEDICAL BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/61</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all- inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF Level 7) in Accounting/ Finance/ Business Management or (Administration)/ Clinical Qualification/ Information Technology. 5 years' technical experience at middle / senior Management level in Health Insurance/ Medical Aid/ Medical Claims processing environment. Knowledge: Compensation Fund policies, procedures and processes.

	Technical knowledge. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Governance and Risk Management. Budgeting and Financial Management. COID procedures and processes. Biology and Medical anatomy. Legislative Requirements: COIDA. Medical Schemes Act. National Treasury Regulations. Public Finance Management Act (PFMA). White paper on transformation of public services. Skills: Technical proficiency. Communication (verbal and written). Managing inter-personal conflict. Change Management. Strategic planning. Financial Management. Project and programme management. Problem solving. People and Performance Management. Analytical thinking. Decision making. Team leadership. Negotiation.
<u>DUTIES</u>	: Develop, review policies and procedures for medical Billing, Tariffs and Clinical Coding. Manage and monitor the administration of medical tariffs services. Oversee the administration of clinical coding services. Oversee the administration of Medical Billing procedures. Management of the resources in the Directorate.
<u>ENQUIRIES</u>	: Ms F Fakir Tel No: (012) 406 5723
<u>APPLICATIONS</u>	: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 26/15</u>	: <u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/7/41</u>
<u>SALARY</u>	: R1 059 105 per annum, (all-inclusive)
<u>CENTRE</u>	: Labour Centre: Secunda, Mpumalanga
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre.
<u>ENQUIRIES</u>	: Rev MG Sibanyoni Tel No: (013) 655 8702
<u>APPLICATIONS</u>	: The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-SCU-DDLCO@LABOUR.gov.za Mkhondo Labour Centre
<u>FOR ATTENTION</u>	: The Chief Director: Provincial Operations

<u>POST 26/16</u>	:	<u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/7/30</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: Mmabatho, Northwest
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (National Diploma NQF6)/ (Undergraduate Bachelor Degree (NQF 7) in Operations Management/Operational Research/Public Management/ Business Administration/ Public Relations Administration/ Public Administration /Administration Management/ Finance. Valid driver's license. Five (5) years' experience of which three (3) must be functional experience in Unemployment Insurance Operations environment and two (2) years must be management experience. Knowledge: Public Service Regulation (PSR), Unemployment Insurance Fund and Contribution Act, Public Finance Management Act (PFMA), Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR). Skills: Leadership, Management, Report writing (Advance), Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.
<u>DUTIES</u>	:	Manage Employer Services functions in the province. Manage assessment, services and local appeals and complaints, Monitor the provision of Generals Support and Registry Services. Manage the provision of comprehensive financial administration in the province. Manage resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms S Mhlomo Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW2@LABOUR.gov.za
<u>POST 26/17</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT, FRAUD AND ANTICORRUPTION REF NO: HR4/4/7/51</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF6) in Risk Management/ Auditing or Accounting or Economics. Valid driver's licence. Two (2) years Management experience. Three (3) years functional experience in Risk Management/ Internal Audit. Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organized Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act Skills: Project Management, Analytical Skills, Communication Skills, Interpersonal Skills, Problem Solving Skills, Report Writing Skills, Computer Skills (Word, Excel, PowerPoint), Mentoring and Coaching.
<u>DUTIES</u>	:	Develop and ensure implementation of Risk Management and Anti-Fraud Strategy, Develop Plans for risk assessments and conduct awareness campaigns, Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis, Manage all resources within the Unit.
<u>ENQUIRIES</u>	:	Rev MG Sibanyoni Tel No: (013) 655 8702
<u>APPLICATIONS</u>	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni Email: Jobs-MPU-RAIM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	The Chief Director: Provincial Operations.
<u>POST 26/18</u>	:	<u>DEPUTY DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/62</u>
<u>SALARY</u>	:	R896 436 per annum, (all- inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (on NQF Level 6) in Business Administration/ Public Administration/ Project Management/ Development Studies/ Information Technology and certificate in Project Management. 5 years' functional experience in Managing projects of which 2 years is at junior management level, project governance and within PMO, PMU and/or EPMD environment. Knowledge: Compensation Fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies. Project management information technologies e.g. PMBOK, MS project etc. Application of research methodology. COIDA. Customer service (Batho Pele

		Principles). Technical knowledge. Quality management principles and processes. Public policy and framework. Legislative Requirements: Public finance Management Act (PFMA). Public service regulations Act. Public service regulations. Treasury regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. Skills: Strategic management. Programme and project management. Strong analytical skills. Financial management. Project monitoring and evaluation. Communication Skills (verbal and written). Conflict management. Decision making. Budgeting and Financial Management. Knowledge management. Continuous improvement. People and Performance Management. Diversity Management. Planning and organizing. Problem solving. Risk Management and Focus Governance. Change Management.
<u>DUTIES</u>	:	Manage the integration and delivery of priority projects and programmes for the Compensation Fund. Manage project deliverables in line with Fund and Legislative quality standards and expectations. Provide best practice development and implementation in all projects and programmes. Implement the strategic and operational plan of the strategic management and programme office. Manage finances and physical assets within the strategic management and programme office. Manage resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms M Khosa at 066 478 0037
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/19</u>	:	<u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/63</u>
<u>SALARY</u>	:	R896 436 per annum, (all -inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (on NQF Level 6) in Risk Management and Internal Auditing/ Accounting/Accounting Science. 5 years' functional experience in risk or internal audit environment, of which both should be coupled with experience in improvement of the control environment. 2 of the 5 years should be at a supervisory level. Knowledge: Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund value chain and business processes. Customer Service principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Corporate governance guidelines and the developments of policies and strategies. Risk assessment. Risk management and audit practices. Knowledge of investigation methods and techniques. Required information technology knowledge. Compensation Fund Information technology operating systems. DPSA guidelines on COIDA. Framework for risk governance. Risk management compliance. Risk management policies and procedures. Legislative Requirements: Public finance Management Act (PFMA). Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public service regulations. Treasury regulations. Supply chain management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Unemployment Insurance Act (UIA). LRA, EE Act, SDA & BCEA. Skills: Strategic leadership and capability. Excellent communication (verbal and written). Programme solving and analysis. Conflict management. Research analysis and methodology. Decision making Budgeting and Financial Management. People and performance Management. Developing others. Diversity Management.
<u>DUTIES</u>	:	Manage risk management services within the Fund. Manage the execution of risk assessments and profiling. Manage risk awareness, education and training programmes. Management of resources in the sub directorate.
<u>ENQUIRIES</u>	:	Ms K Nkabinde at 076 229 2252
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za

<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/20</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PROJECTS REF NO: HR4/4/3/2DDSP/UIF</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package) Unemployment Insurance Fund, Pretoria A three (3) year tertiary qualification (NQF level 6) in Project Management / Business Administration Five (5) years' experience of which three (3) years must be functional experience in Project Management environment and two (2) years' experience at a managerial level. Knowledge: Project Management principles and methodologies. Project Management Information Systems (PMBOK, MS projects etc.). Application of research methodology. Quality management principles and processes. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA). Unemployment Insurance Contribution Act (UICA). Skills: Financial / Budget Management. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Project Management. Project monitoring and evaluation. Planning and Organizing. Analytical. Creative. Facilitation.
<u>DUTIES</u>	:	Manage the strategic projects within the Fund. Monitor the implementation of strategic projects within the Fund. Manage project deliverables in line with the Fund strategic objectives, quality standards and expectations, Monitor the project/programme quality management. Manage resources (Human, Finance, Equipment / Assets)
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SW Nkosi Tel No: (012) 337 1962/ 1410 Email: Jobs-UIF1@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 26/21</u>	:	<u>DEPUTY DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/2DDOSS/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package) Unemployment Insurance Fund, Pretoria An undergraduate qualification (NQF Level 6) as recognized by SAQA in Administration/ Public Management/ Public Administration/ Administrative Management/ Operations Management/ Business Administration/ Operations Research/ Finance. Five (5) years' experience of which two (2) years must be functional experience in operations environment and three (3) years' experience at Assistant Director level. Knowledge: Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report Writing. Planning and organizing.
<u>DUTIES</u>	:	Monitor and evaluate provincial operational performance. Develop and manage implementation of new operational policies and procedures. Manage operational services in provincial offices to manage consistency. Manage resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr AP Ragavaloo Tel No: (012) 337 1882 email: Jobs-UIF2@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>NOTE</u>	:	Coloured Males, Coloured Females, Indian Males, White Females, White Males and Persons with disabilities are encouraged to apply.
<u>POST 26/22</u>	:	<u>DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/2DDAS/UIF</u> (1 Year Contract) Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all- inclusive) Unemployment Insurance Fund, Pretoria An undergraduate qualification in Actuarial Science at NQF Level 6 as recognised by SAQA. Five (5) years' experience of which three (3) years must

		be functional experience in actuarial services and two (2) years must be managerial experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Public Investment Cooperation Act (PICA). Reporting Standards. Generally, Recognizes Accounting Practices (GRAP). International Financial. Skills: Leadership. Management. Computer Literacy. Communication. Time Management. Planning and Organising. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation.
<u>DUTIES</u>	:	Provide technical guidance and actuarial functions in the UIF. Manage accounting and disclosure of Actuarial estimates services in the UIF. Maintain the working relationship with external actuarial advisors. Manage resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ASC Fourie Tel No: (012) 337 1420/ 1599
	:	email: Jobs-UIF4@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 26/23</u>	:	<u>PSYCHOMETRIST/ REGISTERED COUNSELLOR REF NO: HR4/4/07/30</u>
<u>SALARY</u>	:	Grade 1: R712 599 - R789 489 per annum, (OSD) Grade 2: R811 662 - R899 085 per annum, (OSD) Grade 3: R916 437 - R1 014 705 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Mmabatho
	:	B-Psych degree at (NQF7)/ Honours degree in Psychology/ Industrial Psychology at (NQF8). Minimum experience required for appointment of this post: Grade 1: 0 years' experience, Grade II: 8 years' experience, Grade III: 16 years' experience. Knowledge: International Labour Organization Conventions, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA, POPI Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Leadership, Networking.
<u>DUTIES</u>	:	Provide technical support to labour Centres for the delivery of Employment Counselling services. Facilitate the referral of work- seekers to relevant Employment Services and Active Labour Market Interventions. Co-ordinate the dissemination of Career and Labour Market information to Labour Centres. Establish and maintain relationships between Employment Counsellors and relevant organizations. Co-ordinate the administration of Psychometric Assessment, Supervise Administrative Personnel.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Nkiwane Tel No: (018) 387 8100
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@LABOUR.gov.za
<u>POST 26/24</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) OSD REF NO: HR 4/4/3/2SLAO/UIF</u> (1 Year Contract) Re-advertisement
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum, (OSD)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A four (4) year tertiary qualification (NQF Level 8) in Law (LLB). At least eight (8) years' legal services experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law evidence. Constitutional Law. The Constitution of the Republic of South Africa. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Litigation Procedures. Skills: Communication, Listening, Computer Literacy. Time Management. Report writing. Planning and Organising. Liaison. Diplomacy. Policy Development. Networking. Interviewing. Financial Management. Project Management. Strategic Planning. Negotiation.
<u>DUTIES</u>	:	Monitor the provision of professional legal advice and support in the Fund. Manage litigation for and on behalf of the Fund. Manage drafting of legal

		documents (legislation, policies, regulations, contracts, memorandum of understanding, service level agreements and other legal bidding documents etc.). Manage processing of sections for benefit applications. Monitor oversight of the Litigation Management. Manage resources (Human, Financial, Equipment/ Assets) in the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. LD Mkhonto Tel No: (012) 337 1411/ 1775
	:	Email: Jobs-UIF5@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 26/25</u>	:	<u>PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/5/59</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Durban, KZN
	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Mechanical Engineering. Four (4) years functional experience in Health and Safety Inspections focusing on Mechanical Engineering. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SF Kubeka Tel No: (031) 366 2121
	:	Specialist OHS, KZN Provincial Office: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, The Royal Hotel Building, Durban, 4001. For Online Applications: Jobs-KZN8@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/26</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/07/01</u>
		Re-advertisement: candidates who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Provincial Office: Mmabatho
	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree in Environment Health/ Occupational Health/ Hygiene/ Analytical Chemistry/ Chemical Engineering. Four years' functional experience in Health and Hygiene Inspection/ services. Valid Driver's License. Knowledge: Department policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing Listening and Observation, Presentation, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme, conduct technical research on the latest trends in Occupational Health and Hygiene within Identified sector, provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Phinithi Tel No: (018) 387 8100
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW2@LABOUR.gov.za

<u>POST 26/27</u>	:	<u>ASSISTANT DIRECTOR: AUDIT COORDINATOR REF NO: HR4/4/3/2ASDAC/UIF</u> (1 Year Contract) Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional. experience in Internal Audit environment and two (2) years' experience at supervisory level. Knowledge: Auditor General Processes and Procedures, Internal Audit Manual and Methodology. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations+ Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication skills, Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	:	Facilitate internal and external audit coordination. Coordinate requests from internal and external auditors. Facilitate the implementation of Audit Action Plans. Facilitate the implementation of PROBITY process. Manage resources (Human, Finance, Equipment / Assets).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SW Nkosi Tel No: (012) 337 1962 Email: Jobs-UIF6@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 26/28</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: HR4/4/3/2ASDES/UIF</u> (1 Year Contract) Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria A three (3) year tertiary qualification (NQF level 6) in Office Administration / Public Management / Public Administration. Four (4) years' experience of which two (2) years must be functional experience in executive support environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Protection of Personnel Information Act. Skills: Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation.
<u>DUTIES</u>	:	Coordinate response to Parliamentary Correspondence. Facilitate the implementation of the oversight structures resolutions. Provide secretariat support services. Manage resources (Human, Financial, Equipment / Assets).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SW Nkosi Tel No: (012) 337 1962 Email: Jobs-UIF7@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 26/29</u>	:	<u>ASSISTANT DIRECTOR: LOSS CONTROL REF NO: HR4/4/3/2ASDLC/UIF</u> (1 Year Contract) Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting/ Financial Management/ Risk Management. Four (4) years' experience of which two (2) years must be functional experience in Loss Control and compliance environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act

		(BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Standards of Generally Recognised Accounting Practice (GRAP). Standards of Generally Accepted Accounting Practice (GAAP). International Financial Reporting Standards (IFRS). Protected Disclosure Act. Financial Management Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation. Financial Management. Research. People Management.
<u>DUTIES</u>	:	Review policies and procedures regarding the treatment of irregular expenditure in line with the PFMA and Treasury Regulations. Facilitate the implementation of the Loss Control Framework. Conduct a determination test to establish the facts and losses. Manage resources (Human, Financial, Equipment/Assets).
<u>ENQUIRIES</u>	:	Mr SW Nkosi Tel No: (012) 337 1962
<u>APPLICATIONS</u>	:	Email: Jobs-UIF12@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,
<u>POST 26/30</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE SUPPORT REF NO: HR4/4/3/2ASDCS/UIF</u> (1 Year Contract) Re-advertisement
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional experience in compliance environment and two (2) years' experience at supervisory level. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	:	Facilitate the implementation of the Compliance universe. Conduct the compliance risks assessments. Facilitate the implementation of the compliance plan. Review policies and procedures in line with the Compliance framework. Manage resources (Human, Financial, Equipment/Assets).
<u>ENQUIRIES</u>	:	Mr SW Nkosi Tel No: (012) 337 1962
<u>APPLICATIONS</u>	:	email: Jobs-UIF14@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,
<u>POST 26/31</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REF NO: HR4/4/3/2ASDB/UIF</u> (1 Year Contract) Re-advertisement
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary Qualification (NQF level 6) in Accounting Sciences/Financial Management /Commerce. Four (4) years functional experience in financial management environment of which two (2) years must be at supervisory level. Knowledge: Public Finance Management Act (PFMA). National Treasury MTEF Guidelines. Public Service Regulations (PSR) Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). International Financial Reporting Standards (IFRS). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Financial Management. Communication. Computer literacy. Time Management. Report Writing. Planning and organizing. Analytical. Creative. Numeracy.
<u>DUTIES</u>	:	Facilitate budget process of the Fund. Coordinate budget governance and Compliance. Facilitate compilation of budgets reports. Facilitate compilation of external / Internal reports. Manage resources in the section.
<u>ENQUIRIES</u>	:	Ms MT Ramanyimi Tel No: (012) 337 1513

<u>APPLICATIONS</u>	:	email: Jobs-UIF15@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,
<u>POST 26/32</u>	:	<u>ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANTI-CORRUPTION REF NO: HR4/4/7/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Mmabatho Provincial Office Three (3) years tertiary qualification at NQF6 in Risk Management/ Internal Audit/ Forensic Investigation. Two (2) years functional experience in anti-fraud and corruption environment. Two (2) years supervisory experience. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Finance Management Act, Unemployment Insurance and Unemployment Insurance Contributions Act, 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, Basic Conditions of Employment Act, Public Service Act, COIDA. Skills: Planning Organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation, Assertive, Attention to detail, Client focused, Organisational goal driven, Initiative, Dedicated, Responsiveness.
<u>DUTIES</u>	:	Combat fraud and corruption through investigations in the province to create an environment which is fraud and corruption free. Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop plans for Risk Assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Matlhako Tel No: (018) 387 8100 Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW@LABOUR.gov.za
<u>POST 26/33</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/64</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Compensation Fund, Pretoria Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Risk Management/ Internal Auditing/ Finance. 4 years' functional experience in risk or Internal audit/ Finance environment of which two (2) years is at senior practitioner level or equivalent level. Knowledge: Policy, Legislation & Regulations (Legislative Framework) knowledge & implementation. Insurance & medical aid policies (knowledge and application). Compensation Fund business strategies and goals. Extensive knowledge and understanding of Treasury Audits. Risk assessment. Knowledge of investigation methods and techniques. Required information technology knowledge. Compensation Fund information technology operating systems. COIDA. Risk management compliance. Framework for risk governance. Public Service Regulations. Legislative Requirements: Public Finance Management Act. Treasury Regulations. ISO Standards. King Code Governance. Skills: Legislation interpretation. Operational Risk Management. Policy and Framework Development. Incident Management. Policy Conceptualization and Formulation. Emerging risk. Quality Assurance and Improvement. Digital Acumen. Risk assessment. Risk sensing and scenario planning & analysis. Stakeholder Development and Management. Facilitation and presentation. Design of risk controls. Report writing and planning and organizing. Portfolio risk optimization. Problem solving and analysis. Conflict management. Decision making. People and performance management. Research analysis and methodology. Excellent communication (verbal and written).
<u>DUTIES</u>	:	Provide input to manage risk management services within the Fund. Facilitate risk assessment process and profiling to ensure effective risk and control identification. Coordinate risk awareness, education and training programmes. Management of resources.
<u>ENQUIRIES</u>	:	Mr MJ Raganya at 064 951 5145

<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/34</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/64 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (on NQF Level 6) in Accounting/ Finance/ Internal Audit/ Informatics/ Business Management/ Operations Management/ Public Administration/ Clinical Qualification. 4 years' functional experience in financial services/medical aid/ claims processing environment of which 2 years is supervisory experience. Knowledge: Compensation Fund business strategies and goals. Public Service regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulations. Legislative Requirements: COIDA. PFMA and National Treasury Regulations. Skills: Data Analytics. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Management. Problem Solving and Analysis. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Risk Management and Corporate Governance.
<u>DUTIES</u>	:	Coordinate the finalization of medical invoices for Head Office and Provinces. Provide input in the development of policies and operational plans for Provinces. Monitor medical payments to prevent wasteful expenditure for Head Office and Provinces. Provide technical support to provincial offices and medical services providers. Management of all resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms TJ Lekganyane at 066 471 6560
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/35</u>	:	<u>ASSISTANT DIRECTOR: PROJECT REF NO: HR 5/1/2/3/65</u> Re-advertisement applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Business Administration/ Project Management/ Developmental Studies/ Information Technology/ Public Administration. Project Management certificate will be an added advantage. 4 years' functional experience in project co-ordination. Knowledge: Compensation Fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies e.g. PMBOK. Project management information technologies e.g. MS project etc. Customer Service (Batho Pele Principles). Public policy and frameworks. Knowledge of relevant legislation (Occupational Health and Safety Act (OHS). Promotion of Access to Information Act, COIDA, PAJA, The constitution of RSA, Labour Relations Act, Employment Equity Act, Skills Development Act, Basic conditions of Employment Act, Public service Regulations, Public Service Act, Public finance Management Act (PFMA). Legislative Requirements: Public Finance Management Act and National Treasury Regulations. Skills: Project Coordination. Project Scope Management. Project Schedule Management. Project Stakeholder Management. Project Cost Management Budgeting Planning. Project Change

	Management. Project Communications Information Management. Project Reporting Management. Governance/ Monitoring and Assurance. Risk Management. Digital Acumen. Business Acumen. Project Quality Management. Project Management Governance. People Management. Communication.
<u>DUTIES</u>	: Provide project/ programme support in terms of planning project activities and deliverables. Track project budget and expenditure. Co-ordinate project/ programme quality management. Assist in ensuring that best practice is implemented in all projects / programmes.
<u>ENQUIRIES</u>	: Ms M Khosa at 066 478 0037
<u>APPLICATIONS</u>	: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/36</u>	: <u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (X8 POSTS)</u>
<u>SALARY CENTRE</u>	: R468 459 per annum Provincial Office: Gauteng Ref No: HR 5/1/2/3/15 (X1 Post) Provincial Office: Kwa-Zulu Natal Ref No: HR 5/1/2/3/17 (X1 Post) Provincial Office: Eastern Cape Ref No: HR 5/1/2/3/18 (X1 Post) Provincial Office: Mpumalanga Ref No: HR 5/1/2/3/19 (X1 Post) Provincial Office: Limpopo Ref No: HR 5/1/2/3/20 (X1 Post) Provincial Office: Free State Ref No: HR 5/1/2/3/21 (X1 Post) Provincial Office: North West Ref No: HR 5/1/2/3/22 (X1 Post) Provincial Office: Northern Cape Ref No: HR 5/1/2/3/23 (X1 Post)
<u>REQUIREMENTS</u>	: Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resource Management. 4 years' functional experience on Senior Practitioner level in Human Resource Management (Recruitment & Selection, Condition of Services, Performance Management and HRD) environment of which 2 years at a supervisory level. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customer Service Principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum information security standards (MISS). Protection of Personal Information Act (POPI). Legislative Requirement: Public Service Regulations. Public Service Act. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and Oversight. Programme/ Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholders Development & Relations. Data Gathering, Analysis. Data/ Record Management.
<u>DUTIES</u>	: Co-ordinate Recruitment and selection processes for COIDA Services in the Province. Manage condition of services processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Services in the Province. Coordinate HR audits and reconciliation for COID Service in the Province. Coordinate and implement workplace skills plan, developmental programs and PDM system for COID Service in the Province. Manage all resources in the Provincial HR Section for COID Service.
<u>ENQUIRIES</u>	: Ms H Rampou at 082 758 7855 Mr TB Gumede Tel No: (031) 366 2355 Mr S Joko Tel No: (043) 701 3030 Rev MG Sibanyoni Tel No: (013) 655 8702 Ms S Lebogo at 082 885 8624 Mr S Segalo at 082 337 4551 Mr U Qambata at 082 414 8230 Ms N Litheko at 078 289 7151

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown. For online Applications Email to: Jobs-GP@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office. Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Email to: Jobs-KZN8@labour.gov.za For Attention: Human Resource Management Kwa-Zulu Natal Provincial Office. Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC9@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office. The Chief Director: Provincial Operations, Private Bag x7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email to: Jobs-MPU-HRM@LABOUR.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office. Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: Jobs-LP@labour.gov.za For Attention: Human Resource Management Limpopo Provincial Office. Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: jobs-fs10@LABOUR.gov.za For Attention: Human Resource Management Free State Provincial Office. Chief Director: Provincial Operations, Private Bag X 2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW8@Labour.gov.za For Attention: Human Resource Management North West Provincial Office. Chief Director: Provincial Operations, Private Bag X 5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 26/37</u>	:	<u>SENIOR PRACTITIONER: EMPLOYER REGISTRATION REF NO: HR4/4/3/1SPER/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Unemployment Insurance Fund, Pretoria An undergraduate qualification in Public Administration/ Public Management/ Business Administration/ Financial Management/ Management/ Operations Management/ Administration Management at NQF Level 6 as recognized by SAQA. Two (2) years' experience functional experience in Operations Environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Operation Systems. Skills: Communication. Listening. People Management. Numeracy. Computer literacy. Time Management. Customer Relations. Analytical. Interpersonal. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Render manual registration of employers and employees. Provide support in the manual declaration of employers. Maintain the employers and employee's database. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SS Tanana Tel No: (012) 337 1828 email: Jobs-UIF19@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, UIF African Females, Coloured Males, Indian Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.
<u>POST 26/38</u>	:	<u>SENIOR PRACTITIONER: PUBLICATIONS AND WEB DEVELOPER REF NO: HR4/4/3/1SPPWDR/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Unemployment Insurance Fund, Pretoria Three (3) year tertiary qualification (NQF Level 6) in Graphic design/ Multimedia, Communications, Public relations. Two (2) years' functional

	experience in Graphic design/ Multimedia, publications and web administration environment. Knowledge: Public Financial Management Act (PFMA). Promotion to Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Government Communication Information System (GCIS). Skills: Ability to work under pressure and meet deadlines. Branding principles. Problem solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing. Driving. Interpersonal. Creativity. Search engine optimization techniques. Ability to work with HTML, Java Script, Net, data bases and Content Management Systems.
<u>DUTIES</u>	: Design and layout Strategic documents. Compile content for internal communication platforms. Rendering production of UIF publications, audio visual material and photography.
<u>ENQUIRIES APPLICATIONS</u>	: Mr SV Makhubo Tel No: (012) 337 1933 : email: Jobs-UIF22@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, For Attention: Sub-directorate: Human Resources Management, UIF
<u>NOTE</u>	: African Females, Coloured Males, Indian Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.
<u>POST 26/39</u>	: <u>POST SENIOR STATE ACCOUNTANT BUDGET REF NO: HR4/4/3/1SSAB/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R397 116 per annum, plus 37% in lieu of benefits : Unemployment Insurance Fund, Pretoria : A three (3) year Tertiary Qualification (NQF Level 6) in Accounting Sciences/ Financial Management/ Commerce. Two (2) years functional experience in financial management environment. Knowledge: Public Finance Management Act (PFMA). National Treasury MTEF Guidelines. Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting principles (GRAP). International Financial Reporting Standards (IFRS). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Financial Management. Communication. Computer Literacy. Time Management. Report Writing. Planning and Organizing. Analytical. Creative. Numeracy.
<u>DUTIES</u>	: Render effective budget process of the Fund. Provide budget governance and compliance. Prepare budget reports. Prepare external/ internal reports.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Ms T Ramanyimi Tel No: (012) 337 1726 : email: Jobs-UIF26@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, UIF
<u>POST 26/40</u>	: <u>POST SENIOR PRACTITIONER: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/1SPOSS/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R397 116 per annum, plus 37% in lieu of benefits : Unemployment Insurance Fund, Pretoria : A three (3) year tertiary qualification (NQF Level 6) in Public Administration/Public Management. Two (2) years functional experience in Operations environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UIA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Skills: Computer Literacy. Communication (verbal and written). Planning and Organizing. Time Management. Interpersonal. Listening. Report Writing. Analytical.
<u>DUTIES</u>	: Provide support in Provincial operational performance. Implement operational policies and procedures. Supervise administration support services. Supervise resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	: Mr AP Ragavaloo Tel No: (012) 337 1726 : email: Jobs-UIF27@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, For Attention: Sub-directorate: Human Resources Management, UIF

<u>POST 26/41</u>	:	<u>SENIOR PRACTITIONER: RECRUITMENT AND SELECTION (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum Provincial Office: Western Cape Ref No: HR 5/1/2/3/24 (X1 Post) Provincial Office: Eastern Cape Ref No: HR 5/1/2/3/25 (X1 Post) Provincial Office: Limpopo Ref No: HR 5/1/2/3/26 (X1 Post) Provincial Office: Free State Ref No: HR 5/1/2/3/27 (X1 Post) Provincial Office: North West Ref No: HR 5/1/2/3/28 (X1 Post) Provincial Office: Northern Cape Ref No: HR 5/1/2/3/29 (X1 Post)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resource Management. 2 years' functional experience in Human Resource Management environment (Conditions of services, Recruitment and Selection) environment. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customers Service Principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act (PFMA). National Treasury regulations. Preferential procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum information security standards (MISS). Protection of Personal Information Act (POPI). Legislative Requirement: Public Service Regulation. Public Service Act. Skills: Critical and Innovative Thinking. Inspire Commitment. Programme/ Project Management. Quality Assurance. Service Development & Relations. Data Gathering, Analysis. Data/ Record Management.
<u>DUTIES</u>	:	Conduct recruitment and selection processes for COID Services in the provinces. Develop the Database for filled and vacant posts for COID Services in the Province. Perform condition of service processes for COID Service in the Province. Administrate PERSAL establishment for COID service in the province. Keep safe all HR records for COID Service in the Province.
<u>ENQUIRIES</u>	:	Mr Q Bowman at 082 091 8902 Mr S Joko Tel No: (043) 701 3030 Ms S Lebogo at 082 885 8624 Mr S Segalo at 082 337 4551 Mr U Qambata at 082 414 8230 Ms N Litheko at 078 289 7151
<u>APPLICATIONS</u>	:	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. Email to: Jobs-WC1@LABOUR.gov.za For Attention: Sub-directorate: Human Resources Management, Western Cape. Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC9@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office. Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: Jobs-LP@labour.gov.za For Attention: Human Resource Management Limpopo Provincial Office. Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: jobs-fs10@LABOUR.gov.za For Attention: Human Resource Management Free State Provincial Office. Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW8@Labour.gov.za For Attention: Human Resource Management North West Provincial Office Chief Director: Provincial Operations, Private Bag X 5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/42</u>	:	<u>SENIOR PRACTITIONER PERFORMANCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT (HRD) (X9 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum

<u>CENTRE</u>	: Gauteng Provincial Office Ref No: HR 5/1/2/3/30 (X1 Post) Provincial Office: Western Cape Ref No: HR 5/1/2/3/31 (X1 Post) Provincial Office: Kwa-Zulu Natal Ref No: HR 5/1/2/3/32 (X1 Post) Provincial Office: Eastern Cape Ref No: HR 5/1/2/3/33 (X1 Post) Provincial Office: Mpumalanga Ref No: HR 5/1/2/3/34 (X1 Post) Provincial Office: Limpopo Ref No: No: HR 5/1/2/3/35 (X1 Post) Provincial Office: Free State Ref No: HR 5/1/2/3/36 (X1 Post) Provincial Office: North West Ref No: HR 5/1/2/3/37 (X1 Post) Provincial Office: Northern Cape Ref No: HR 5/1/2/3/38 (X1 Post)
<u>REQUIREMENTS</u>	: Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resources Management/Development. 2 years' functional experience in HRD and Performance Management environment. Knowledge: Performance Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. Customer Service (Batho Pele Principles). Technical knowledge. Skills Development Act. Basic Conditions of Employment Act. Quality management and processes. Public policy and framework. PFMA and National Treasury Regulations. LRA, EE Act, SDA & BCEA. COIDA. DPSA Directives. Legislative Requirement: Public Service Act. Public Service Regulations. Skills: Data Gathering, Analysis. Data/Record Management. Research and Benchmarking. Project Management. Coaching and Mentoring. Conflict Management. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Skills development. Human Resource Planning Skills. Training and Development (HRD) Skills.
<u>DUTIES</u>	: Implement bursary programs. Coordinate induction and orientation programs in the province. Implement human resource development programs and workplace skills plan for COID Service in the Provinces. Coordinate Performance Management and Development System for COID Service in the province.
<u>ENQUIRIES</u>	: Ms H Rampou at 082 758 7855 Mr Q Bowman at 082 091 8902 Mr TB Gumede Tel No: (031) 366 2355 Mr S Joko Tel No: (043) 701 3030 Rev MG Sibanyoni Tel No: (013) 655 8702 Ms S Lebogo at 082 885 8624 Mr S Segalo at 082 337 4551 Mr U Qambata at 082 414 8230 Ms N Litheko at 078 289 7151
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown. For online Applications Email to: Jobs-GP@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office. 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. For online Applications Email to: Jobs-WC1@LABOUR.gov.za For Attention: Sub-directorate: Human Resources Management, Western Cape. Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@labour.gov.za For Attention: Human Resource Management Kwa -Zulu Natal Provincial Office. Chief Director: Provincial Operations, No. 3 Hill Street. East London. For online Applications Email to: Jobs-EC9@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office. The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. For online Applications Email to: Jobs-MPU-HRM@LABOUR.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office. Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. For online Applications Email to: Jobs-LP@labour.gov.za For Attention: Human Resource Management Limpopo Provincial Office. Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. For online Applications Email to: jobs-fs10@LABOUR.gov.za For Attention: Human Resource Management Free State Provincial Office.

		Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW8@Labour.gov.za For Attention: Human Resource Management North West Provincial Office
		Chief Director: Provincial Operations, Private Bag X5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 26/43</u>	:	<u>SAFETY OFFICER: EMPLOYEE HEALTH AND WELLNESS REF NO: HR 5/1/2/3/67</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Safety Management/ Environmental Science. A certificate in SAMTRAC will be an added advantage. 2 years' functional experience in Health and Safety environment. Knowledge: Regulatory knowledge, Law and Legislation. Occupational Health and Safety knowledge (including safety, Health, Environment and Quality-SHEQ). DEL and Compensation Fund business strategies and goals. Customer Service (Batho Pele Principle). Technical knowledge. Occupational Health and Safety Act (OHS). Disaster management Act. National Building regulation and building standards. DPSA guidelines on COIDA. PFMA and National Treasury Regulation. Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 9ammended). LRA, EE Act, SDA & BCEA. Legislative Requirements: Public service regulations. Public service Act. Skills: Occupational health and safety knowledge. Data integrity and management. Wellness and healthcare benefits. Coaching Management. Conflict Management. Inspire Commitment. People Management. Performance and oversight. Quality Assurance. Monitoring and assurance. Research and Development.
<u>DUTIES</u>	:	Implement safety activities for the Fund. Provide support to Occupational Health and Safety structure. Identify potential hazards and investigate the incidents within the Fund. Conduct SHEQ (Safety, Health, Environment and Quality) Audits.
<u>ENQUIRIES</u>	:	Mr N Shirinda at 060 971 6373
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/44</u>	:	<u>SENIOR SYSTEM CONTROLLER: OPERATIONS REF NO: HR 5/1/2/3/68 (X3 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (on NQF Level 6) in Information Systems/ Technology/ Informatics. 2 years' functional experience in Information systems. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA guidelines. Public Service Act (PSA). Legislative Requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Managing inter-personal conflict and resolving problems. Planning and organizing. Problem solving and decision making. Team leadership.
<u>DUTIES</u>	:	Administrate daily operations for the Operational System and provide support. Support, daily operations to users on the operational system. Ensure that all reports are available to Users on the operational system. Identify and address all problems relating to the operational management system.
<u>ENQUIRIES</u>	:	Ms CP Bates at 083 472 3238

<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/45</u>	:	<u>SENIOR PRACTITIONER: COMPLIANCE & ASSURANCE AUDITS REF NO: HR 5/1/2/3/69</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (on NQF Level 6) in Internal Audit/ Accounting/ Cost and Management Accounting. Internal Audit Technician (IAT) – as added advantage. Internal Audit Technician- IAT as an added advantage. Institute of Internal Auditors. 2 years' functional experience in Assurance and Compliance Audits environment. Knowledge: Compensation Fund policies, procedures, processes. Internal audit standards. Compliance and assurance processes. International Professional Practice Framework. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: PFMA and National Treasury Regulations. Skills: Required Technical Proficiency. Business Writing skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environmental Awareness.
<u>DUTIES</u>	:	Assist in planning Compliance and Assurance audit engagements. Conduct compliance and assurance audit engagements. Communicate Compliance and Assurance audit results. Follow up the implementation of Compliance and Assurance audit recommendations. Compile an audit file.
<u>ENQUIRIES</u>	:	Mr VR Nembudane at 067 424 6687
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/46</u>	:	<u>SENIOR ADMIN OFFICER: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/70</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (on NQF Level 6) in Accounting/ Auditing/ Compliance Management. 2-year functional experience in employer assessment or revenue management or compliance management or health insurance environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customer. Customer service (Batho Pele Principles). COIDA. Public Service Act. Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Promotion of Access to Personal Information Act (PAIA). Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organization and facilitation. Data and records management. Telephone skills and Etiquette. Problem solving and decision making. Computer literacy.
<u>DUTIES</u>	:	Review various extras/requested data reports to identify possible non-compliant employers for profiling. Review identified possible non-compliant employers. Collaborate with the provinces in the conducting of employer compliance audit (proactive and reactive) in relation to COIDA. Conduct advocacy on employer compliance in relation to COIDA. Supervise staff.
<u>ENQUIRIES</u>	:	Mr TA Mukwevho at 064 887 4605
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/47</u>	:	<u>SENIOR STAKEHOLDER MANAGEMENT OFFICER REF NO: HR 5/1/2/3/71</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification at NQF6 in Stakeholder Management/Public Relations/Project Management. 2 years' functional experience in stakeholder or public relations environment is required. Knowledge: Compensation Fund policies, procedures and processes. Customer service Principles (Batho Pele Principles). Government communication information system guidelines (Corporate Identity Guideline). Customer Relationship Management. Stakeholder liaison. Communication or Media liaison. Publication production and publishing environment. Technical knowledge. COIDA. Legislative Requirements: Public service Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement policy framework. Promotion of Access to Information Act. Minimum information security standard (MISS). Protection of personal information Act (POPI). Skills: Client orientation and customer focus. Communication (verbal and written). Problem solving and analysis. Planning and organizing. Decision making. Project Management. Computer literacy. Conflict management. Research skills. Analytical skills. Advertising. Events management.
<u>DUTIES</u>	:	Plan and coordinate CF events. Maintain good relationship with stakeholders. Attend to all stakeholder requests. Support the positive branding of the fund during stakeholder engagements.
<u>ENQUIRIES</u>	:	Mr P Thobakgale Tel No: (012) 319 9259
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 26/48</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PES REF NO: HR4/4/7/44</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mpumalanga Provincial Office
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification at NQF6 in Social Sciences (Psychology, Public/Business Administration). Two (2) years functional experience in Public Employment/Administration Services. Knowledge: ILO Conventions, PFMA, Human Resource Management and Skills Development. Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership and Networking.
<u>DUTIES</u>	:	Coordinate information for compilation of reports. Coordinate PES training processes to effect positive change on service delivery. Evaluate and monitor the implementation of employment services in the province. Provide administration support service within PES section. Manage the resources of the Sub-Section.
<u>ENQUIRIES</u>	:	Ms LL Shawe Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MPU-PES@LABOUR.gov.za
<u>POST 26/49</u>	:	<u>OHS INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/7/45</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Middelburg
<u>REQUIREMENTS</u>	:	Senior Certificate plus three (3) year recognised qualification at NQF6 in the relevant field, ie. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. A valid driver's license. No experience required. Knowledge: Departmental policies and procedures. Occupational Health and Safety. Regulations (21). South African National Standards

		(Codes). Compensation for Occupational Injuries and Diseases Act. Unemployment Insurance Act.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm legislations of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including, execution of analysis and compilations of consolidates statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr T Milanzi Tel No: (013) 240 0236/0925/0727
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X251833, Middelburg 1050, Emily Hobhouse Building 175 Cowen Nthuli Street, Middelburg. Email: Jobs-MDB-OHS@labour.gov.za
<u>POST 26/50</u>	:	<u>TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/54</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Ulundi (KZN)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF 6 in the relevant field, ie. Labour Relations / Labour Law / LLB/BCOM Law or Electrical / Mechanical Engineering / Environmental Health / Analytical Chemistry / Chemical Engineering/Civil & Construction Engineering/ Financial Management/ Auditing/Accounting. A Valid Driver's licence. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Employment Service Act, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict Management, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance Management, Communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (OHS), and UI Conditions 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. Allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy Campaign on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors.
<u>ENQUIRIES</u>	:	Mr TJ Nkosi Tel No: (035) 879 8800
<u>APPLICATIONS</u>	:	Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 Or hand deliver at Unit A Wombe Street, Ulundi. For Online Application: Jobs-KZN3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/51</u>	:	<u>TEAM LEADER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Christiana Ref No: HR4/4/07/04 (X1 Post) Labour Centre: Brits Ref No: HR4/4/07/05 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's

		<p>licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.</p>
<u>DUTIES</u>	:	<p>Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.</p>
<u>ENQUIRIES</u>	:	<p>Mr. P. Motlhabane (Christiana Labour Centre) Tel No: (053) 441 9700 Mr. N. Mthembu (Brits Labour Centre) Tel No: (012) 252 3068</p>
<u>APPLICATIONS</u>	:	<p>Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW10@LABOUR.gov.za</p>
<u>POST 26/52</u>	:	<u>BCEA INSPECTOR REF NO: HR 4/4/07/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R397 116 per annum Labour Centre: Mafikeng Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Labour Relations Act, UI Contributions Act, Compensation for Occupational Injuries and Diseases Act, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Planning organizing, Compute literacy, Leaders, Facilitation, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical, Written and verbal communication.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Ms M Barkel Tel No: (018) 381 1010 Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW2@LABOUR.gov.za</p>
<u>POST 26/53</u>	:	<u>OHS INSPECTOR (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R397 116 per annum Labour Centre: Christiana Ref No: HR4/4/07/07 Labour Centre: Klerksdorp Ref No: HR4/4/07/8 Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification in Labour Relation/ B-Tech degree in Labour Relations/ LLB for BCEA or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering for OHS. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations,</p>

		Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr P Motlhabane (Christiana Labour Centre Tel No: (053) 441 9700 Mr T Tegele (Klerksdorp Labour Centre) Tel No: (018) 464 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW8@LABOUR.gov.za
<u>POST 26/54</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR4) REF NO: HR4/4/3/2/LAO/UIF (X4 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R388 392 – R444 075 per annum, (OSD) Unemployment Insurance Fund, Pretoria Four-year tertiary qualification (NQF Level 8) in Law LLB. Five (5) years' appropriate post qualifications legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Performance Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant Stakeholders. Batho Pele Principle. Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations. Public Service Act (PSA). Promotion of Administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of Evidence. Constitutional Law. The Constitution of the Republic of South Africa. Unemployment Insurance Contributions Act (UICA). Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Litigation Procedures. Skills: Time Management. Report Writing. Planning and Organizing. Liaison. Diplomacy. Policy Development. Report writing. Networking. Interviewing. Financial Management. Project Management. Strategic Planning. Negotiation.
<u>DUTIES</u>	:	Provide professional Legal advice and support to the Fund. Handle litigation for and on behalf of the Fund. Draft legal documents (legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding. documents etc.) for the Fund. Provide support in processing the sections for Benefit Applications under supervision of Senior Legal Administration Officer. Conduct oversight of the Litigation Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms TM Mokoena Tel No: (012) 337 1441 Email: Jobs-UIF17@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 26/55</u>	:	<u>INSPECTOR REF NO: HR4/4/5/57</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Labour Centre: Durban Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of

		Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and organising (mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills.
<u>DUTIES</u>	:	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) inspection 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SA Mchunu Tel No: (031) 336 1500
	:	Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban. For online applications email Jobs-KZN27@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/56</u>	:	<u>CHIEF SECURITY OFFICER REF NO: HR4/4/5/50</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Durban, KZN
	:	Three (3) years relevant tertiary qualification at NQF6 in Security / Risk Management. One (1) year functional experience in the Security Services. PSIRA (Minimum Grade). Knowledge: Protection of Information Act, Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Skills: Leadership skills, Good written and verbal communication, Conflict management, Interpersonal, Investigative analysis, Assertive, Innovative, Client focused, Positive attitude, Patient.
<u>DUTIES</u>	:	Monitor access control within designated buildings. Implement Physical Security Plan. Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SA Mchunu Tel No: (031) 336 1500
	:	Deputy Director: Provincial Operations, P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online applications e-mail Jobs-KZN17@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 26/57</u>	:	<u>MEDICAL CASE COORDINATOR: PROFESSIONAL NURSE (GRADE 1-3) REF NO: HR4/4/07/11</u> Re-advertisement applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	Grade 1: R324 384– R382 107 per annum, (OSD) Grade 2: R396 132 – R466 623 per annum, (OSD) Grade 3: R476 367 – R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Mmabatho
	:	4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and related legal as well ethical nursing practices, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge,

		PFMA and National Treasury Regulations, Public Service Act, COIDA Act, National Health Act, Health Act, Nursing legislation, Allied Health Professions Act, Rehabilitation framework & policy, Skill Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act (OHS), Promotion of equality and prevention of unfair discrimination Act. Skills: Rehabilitation, analytical, business, financial management, knowledge management, planning and organizing, problem solving and analysis, decision making, client orientation and customer focus.
<u>DUTIES</u>	:	Coordinate early rehabilitation interventions according to beneficiaries needs, provide early rehabilitation intervention according to beneficiaries' needs, facilitate early to work and community re-integration programmes, maintain relationships and empower all internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms T. Esiang Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW1@LABOUR.gov.za
<u>POST 26/58</u>	:	<u>MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE, GRADE 1-3 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R382 107 per annum, (OSD) Grade 2: R396 132 – R466 623 per annum, (OSD) Grade 3: R476 367 – R610 662 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre: Klerksdorp Ref No. HR4/4/07/09 (X1 Post) Provincial Office: Mmabatho Ref No. HR4/4/07/10 (X1 Post)
<u>REQUIREMENTS</u>	:	4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and related legal as well ethical nursing practices, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge, PFMA and National Treasury Regulations, Public Service Act, COIDA Act, Occupational Health and Safety Act (OHS). Skills: Required technical proficiency, business writing, required IT skills, data, capturing, data and records management, telephone skills and etiquette.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability, recommend the approval of medical accounts, provide medical advice on the processing of occupational injury claims, determine PD (permanent disability) and TTD (total temporary disability), assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Ms T Esiang Tel No: (018) 387 8100 (Mmabatho) Mr T Tegele Tel No: (018) 464 8700 (Klerksdorp)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW1@LABOUR.gov.za
<u>POST 26/59</u>	:	<u>ADMINISTRATIVE OFFICER: LMIS&P REF NO: HR 4/4/07/12</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mmabatho Provincial Office
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6 in Social Science/Economics/Statistics. Valid driving license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Group Dynamics, Project Management, COIDA, SDA, SDLA, LRA, EEA, BCEA, OHSA, UIA. Skills: Analytical, Assertiveness, Communication, Interpersonal, Innovative, Creative and Leadership, Management, Planning Organisation, Map reading, Performance Management System, Team Management, Fieldwork data collection.

<u>DUTIES</u>	:	Collect and collate information on the provincial labour supply and demand and to monitor and evaluate the skills gap as per the government intervention programs. Administer provincial data warehouse system for the purpose of producing provincial quality data. Provide support to the provincial resource centre/library activities and procure new books when required. Provide provincial statistical time-series data for future departmental planning of indicators. Manage all the resources of the division.
<u>ENQUIRIES</u>	:	Ms G Setzin Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW3@LABOUR.gov.za
<u>POST 26/60</u>	:	<u>BCEA INSPECTOR (X4 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Secunda Ref No: HR4/4/7/43 (X1 Post) Labour Centre: Christiana Ref No: HR4/4/07/13 (X2 Posts) Labour Centre: Mogwase Ref No: HR4/4/07/14 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation 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 plan, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr S Ndimande Tel No: (017) 631 2585/2652/2672 (Secunda) Mr P Motlhabane Tel No: (053) 441 9700 (Christiana) Mr B Molefe Tel No: (014) 555 5693 (Mogwase)
<u>APPLICATIONS</u>	:	ACTING Deputy Director Labour Centre Operations: Private Bag X9057 Secunda 2302, 4 Waterson Street, Sunset park, Secunda. EMAIL: Jobs-SCU-INSPT@LABOUR.gov.za Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW7@LABOUR.gov.za
<u>POST 26/61</u>	:	<u>CLIENT SERVICE OFFICER: CUSTOMER SERVICES (X84 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/6/01 (X1 Post) Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/6/02 (X2 Posts) Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/6/03 (X1 Post) Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/ 6/04 (X1 Post) Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/ 6/05 (X1 Post) Labour Centre: Cradock Ref No: HR4/4/6/07 (X2 Posts) Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/6/08 (X2 Posts) Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/8/09 (X3 Posts) Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/06/10 (X3 Posts) Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/6/11 (X3 Posts)

Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR/4/4/6/12 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR/4/4/6/13 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR/4/4/6/14 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR/4/4/6/14 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR/4/4/6/15 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR/4/4/6/16 (X1 Post)

Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR/4/4/6/17 (X1 Post)

Labour Centre: Kariega but stationed at Misgund Satellite Office Ref No: HR/4/4/6/18 (X1 Post)

Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR/4/4/6/19 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR/4/4/6/20 (X2 Posts)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR/4/4/6/21 (X2 Posts)

Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref No: HR/4/4/6/22 (X4 Posts)

Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR/4/4/6/23 (X1 Post)

Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR/4/4/6/24 (X2 Posts)

Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR/4/4/6/25 (X1 Post)

Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR/4/4/6/26 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR/4/4/6/27 (X4 Posts)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR/4/4/6/28 (X3 Posts)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR/4/4/6/29 (X2 Posts)

Makhanda Labour Centre Ref No: HR4/4/6/30 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR/4/4/6/31 (X2 Posts)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office Ref No: HR/4/4/6/32 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office Ref No: HR/4/4/6/33 (X2 Posts)

Labour Centre Mdantsane Ref No: HR4/4/6/34 (X3 Posts)

Labour Centre: Mdantsane but stationed at High Way Satellite Office Ref No: HR/4/4/6/35 (X3 Posts)

Labour Centre: Mdantsane but stationed at Berlin Satellite Office Ref No: HR/4/4/6/36 (X1 Post)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/6/37 (X6 Posts)

Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/6/38 (X2 Posts)

Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/6/39 (X2 Posts)

Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/6/40 (X2 Posts)

Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/6/41 (X2 Posts)

Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/6/42 (X2 Posts)

Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/6/43 (X1 Post)

Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/6/44 (X2 Posts)

REQUIREMENTS

Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/6/45 (X2 Posts)

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES

: Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES

: Ms N Getyeza Tel No: (047) 491 0656
Ms L Nongena Tel No: (039) 254 7201
Mr T Mgudane Tel No: (046) 645 7700
Ms N Mkonto Tel No: (048) 881 3010
Mr S Mshumpela Tel No: (049) 892 2142
Mr M Njamela Tel No: (043) 702 7500
Ms W Koba Tel No: (041) 995 7047
Mr L Mduduma Tel No: (043) 285 0403
Ms S Zaula Tel No: (047) 501 5600
Mr S Thambo Tel No: (045) 807 5477
Ms W Koba Tel No: (041) 995 7047
Ms N Ntlokwana Tel No: (046) 622 2104
Ms N Mtwla Tel No: (039) 253 1996
Ms N Mvanyashe Tel No: (045) 932 1077
Mr R Mbali Tel No: (051) 633 2633
Mr Mbande Tel No: (043) 718 8380

APPLICATIONS

: Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth, 4960. Email: Jobs-ECBTW@Labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street, eMaXesibeni, 4735. Email: Jobs-ECMTA@Labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old, Teba Building, Fort Beaufort, 5720. Email: Jobs-ECFOB@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 38, Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock, 5880. Email: Jobs-ECCRD@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet, 6280. Email: Jobs-ECGRN@Labour.gov.za
Deputy Director: Labour Centre Operations, IG Building Ensuc House NR Hill and Church Streets, East London, 5201. Email: Jobs-ECELN@Labour.gov.za
Deputy Director: Labour Centre Operations, 15A Chase Street, Kariega, 6230. Email Jobs-ECUHG@Labour.gov.za
Deputy Director: Labour Centre Operations, Mzaule Street NU1 Mdantsane, 5219. Email: Jobs-ECMDS@Labour.gov.za
Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets, Umthatha. Email Jobs-ECUTT@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani, 5320. Email: Jobs-ECQTN@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@Labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-ECMCR@Labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai, 9750. Email: Jobs-ECALN@Labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@Labour.gov.za
 For Attention: Deputy Director: Labour Centre Operations

<u>POST 26/62</u>	:	<u>UIF CLAIMS OFFICER: PAYMASTER REF NO HR4/4/7/51 (X68 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Barberton (X2 Posts)
	:	Labour Centre: Bethal (2X Posts)
	:	Labour Centre: Morganzon Satellite (X2 Posts)
	:	Labour Centre: Carolina (X2 Posts)
	:	Labour Centre: Badplaas Satellite (X2 Posts)
	:	Labour Centre: Eerstehoek (X2 Posts)
	:	Labour Centre: Ermelo (X2 Posts)
	:	Labour Centre: Breyton Satellite (X2 Posts)
	:	Labour Centre: Lothair Satellite (X2 Posts)
	:	Labour Centre: Malelane (X1 Post)
	:	Labour Centre: Komatipoort Satellite (X2 Posts)
	:	Labour Centre: KwaMhlanga (X2 Posts)
	:	Labour Centre: Mbibane satellite (X2 Posts)
	:	Labour Centre: Mdujana Satellite (X1 post)
	:	Labour Centre: Mokobola Satellite (X2 Posts)
	:	Labour Centre: Siyabuswa Satellite (X2 Posts)
	:	Labour Centre: Mashishing Ref No: (X2 Posts)
	:	Labour Centre: Waterval Boven Satellite (X2 Posts)
	:	Labour Centre: Belfast Satellite (X2 Posts)
	:	Labour Centre: Hendrina Satellite (X2 Posts)
	:	Labour Centre: Machadodorp Satellite (X2 Posts)
	:	Labour Centre: Hazy view Satellite (X2 Posts)
	:	Labour Centre: White river Satellite (X2 Posts)
	:	Labour Centre: Mkhondo (X2 Posts)
	:	Labour Centre: Amersfoort Satellite (X2 posts)
	:	Labour Centre: Volkrust (X2 Posts)
	:	Labour Centre: Sabie (X2 Posts)
	:	Labour Centre: Graskop Satellite (X2 Posts)
	:	Labour Centre: Casteel Satellite (X2 posts)
	:	Labour Centre: Secunda (X1 Post)
	:	Labour Centre: Leandra Satellite (X2 Posts)
	:	Labour Centre: Standerton (X2 Posts)
	:	Labour Centre: Balfour (X2 Posts)
	:	Labour Centre: Delmas Satellite (X2 Posts)
	:	Labour Centre: Ogies Satellite (X2 Posts)
	:	Labour Centre: Ga-Nala Satellite (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate .Experience: 0-6 Months Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Baholo Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MPU-PAYM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mpumalanga.

<u>POST 26/63</u>	:	<u>UI CLAIMS OFFICER: ASSESSMENT REF NO: HR4/4/7/52 (X72 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Barberton (X2 Posts)
	:	Labour Centre: Bethal (X1 Post)
	:	Labour Centre: Morganzon Satellite (X2 Posts)
	:	Labour Centre: Carolina (X3 Posts)
	:	Labour Centre: Badplaas Satellite (X2 Posts)
	:	Labour Centre: Eerstehoek (X3 Posts)
	:	Labour Centre: Ermelo (X2 Posts)
	:	Labour Centre: Breyton Satellite (X2 Posts)
	:	Labour Centre: Lothair Satellite (X2 Posts)
	:	Labour Centre: Malelane (X2 Posts)
	:	Labour Centre: Komatipoort Satellite (X2 Posts)
	:	Labour Centre: KwaMhlanga (X1 Post)
	:	Labour Centre: Mbibane satellite (X2 Posts)
	:	Labour Centre: Mdujana Satellite (X2 Posts)
	:	Labour Centre: Mokobola Satellite (X2 Posts)
	:	Labour Centre: Siyabuswa (X2 Posts)
	:	Labour Centre: Mashishing (X2 Posts)
	:	Labour Centre: Mbombela (X1 Post)
	:	Labour Centre: Middelburg Office (X1 post)
	:	Labour Centre: Machadodorp Satellite (X2 Posts)
	:	Labour Centre: Hazyview 145 (X2 Posts)
	:	Labour Centre: White river Satellite (X2 Posts)
	:	Labour Centre: Mkhondo (X2 Posts)
	:	Labour Centre: Amersfoort Satellite (X2 Posts)
	:	Labour Centre: Volkrust (X3 Posts)
	:	Labour Centre: Sabie (X2 Posts)
	:	Labour Centre: Graskop Satellite (X2 Posts)
	:	Labour Centre: Casteel Satellite (X2 posts)
	:	Labour Centre: Secunda (X2 Posts)
	:	Labour Centre: Leandra Satellite (X2 Posts)
	:	Labour Centre: Standerton (X2 Posts)
	:	Labour Centre: Balfour (X2 Posts)
	:	Labour Centre: Delmas Satellite (X2 Posts)
	:	Labour Centre: Ga-nala (X1 post)
	:	Labour Centre: Waterval Boven Satellite (X2 Posts)
	:	Labour Centre: Belfast Satellite (X2 Posts)
	:	Labour Centre: Hendrina Satellite (X2 Posts)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. 0-6 months experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Baholo Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email to Jobs-MPU-ASSESS@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mpumalanga
<u>POST 26/64</u>	:	<u>UIF CLAIMS OFFICER: EMPLOYER SERVICES REF NO: HR4/4/7/53 (X80 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
	:	Labour Centre: Barberton (X3 Posts)
	:	Labour Centre: Bethal (3X Posts)
	:	Labour Centre: Morganzon Satellite (X2 Posts)
	:	Labour Centre: Carolina (X3 Posts)

	Labour Centre: Badplaas Satellite (X2 Posts)
	Labour Centre: Eerstehoek (X3 Posts)
	Labour Centre: Ermelo (X2 Posts)
	Labour Centre: Breyton Satellite (X2 Posts)
	Labour Centre: Lothair Satellite (X2 Posts)
	Labour Centre: Malelane (X3 Posts)
	Labour Centre: Komatipoort Satellite (X2 Posts)
	Labour Centre: KwaMhlanga (X3 Posts)
	Labour Centre: Mbibane satellite (X2 Posts)
	Labour Centre: Mdujtana Satellite (X2 posts)
	Labour Centre: Mokobola Satellite (X2 Posts)
	Labour Centre: Siyabuswa Satellite (X2 Posts)
	Labour Centre: Mashishing (X1 Post)
	Labour Centre: Waterval Boven Satellite Office-Mashishing (X2 Posts)
	Labour Centre: Middelburg (X1 Post)
	Labour Centre: Belfast Satellite (X2 Posts)
	Labour Centre: Hendrina Satellite (X2 Posts)
	Labour Centre: Machadodorp Satellite (X2 Posts)
	Labour Centre: Mbombela Ref No: (X1 Post)
	Labour Centre: Hazyview Satellite (X2 Posts)
	Labour Centre: White river Satellite (X2 Posts)
	Labour Centre: Mkhondo (X3 Posts)
	Labour Centre: Amersfoort Satellite (X2 Posts)
	Labour Centre: Volkrust (X3 Posts)
	Labour Centre: Sabie (X2 Posts)
	Labour Centre: Graskop Satellite (X2 Posts)
	Labour Centre: Casteel Satellite (X2 Posts)
	Labour Centre: Secunda (X3 Posts)
	Labour Centre: Leandra Satellite (X2 Posts)
	Labour Centre: Standerton (X2 Posts)
	Labour Centre: Balfour (X2 Posts)
	Labour Centre: Delmas Satellite (X2 Posts)
	Labour Centre: Ga-nala (X2 Posts)
<u>REQUIREMENTS</u>	: Matriculation/Grade 12/Senior Certificate. 0-6 months experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	: Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	: Ms E Baholo Tel No: (013) 655 8700
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email to Jobs-MPU-EMPLOYER-SERV@LABOUR.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, Mpumalanga.
<u>POST 26/65</u>	: <u>UIF CLIENT SERVICE OFFICER REF NO: HR4/4/7/54 (X120 POSTS)</u>
<u>SALARY</u>	: R269 499 per annum
	Labour Centre: Barberton (X6 Posts)
	Labour Centre: Bethal (6X Posts)
	Labour Centre: Morganzon Satellite (X3 Posts)
	Labour Centre: Carolina (X3 Posts)
	Labour Centre: Badplaas Satellite (X3 Posts)
	Labour Centre: Eerstehoek (X4 Posts)
	Labour Centre: Ermelo (X5 Posts)
	Labour Centre: Breyton Satellite (X3 Posts)
	Labour Centre: Lothair Satellite (X3 Posts)
	Labour Centre: Komatipoort Satellite (X3) Posts
	Labour Centre: KwaMhlanga (X1 Post)
	Labour Centre: Mbibane satellite (X3 Posts)

Labour Centre: Mdujiana Satellite (X3 Posts)
 Labour Centre: Mokobola Satellite (X3 Posts)
 Labour Centre: Siyabuswa Satellite (X3 Posts)
 Labour Centre: Mashishing (X5) Posts
 Labour Centre: Waterval Boven Satellite (X3 Posts)
 Labour Centre: Middelburg (X2 posts)
 Labour Centre: Belfast Satellite (X3 Posts)
 Labour Centre: Hendrina (X3 Posts)
 Labour Centre: Machadodorp Satellite (X3 Posts)
 Labour Centre: Mbombela (X1 Post)
 Labour Centre: Hazy view Satellite (X3 posts)
 Labour Centre: White river Satellite (X3 Posts)
 Labour Centre: Mkhondo (X6 Posts)
 Labour Centre: Volkrust (X5 posts)
 Labour Centre: Sabie (X5 Posts)
 Labour Centre: Graskop Satellite (X3 Posts)
 Labour Centre: Casteel Satellite (X3 Posts)
 Labour Centre: Secunda (X2 Posts)
 Labour Centre: Leandra Satellite (X3 Posts)
 Labour Centre: Standerton (X6 Posts)
 Labour Centre: Balfour (X3 Posts)
 Labour Centre: Delmas Satellite (X1 Post)
 Labour Centre: Ga-nala (X1 Post)
 Labour Centre: Ogies Satellite (X3 Posts)
 Labour Centre: Amersfoort (X3 Posts)

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. Knowledge: 0 to 6 months experience. Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).

DUTIES : Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Ms E Baholo Tel No: (013) 655 8700
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: Jobs-MPU-CSO@LABOUR.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Mpumalanga.

POST 26/66 : **CLIENT SERVICE OFFICER: QUALITY ASSURER REF NO: HR/4/4/7/55 (X118 POSTS)**

SALARY : R269 499 per annum
 Labour Centre: Barberton (X3 Posts)
 Labour Centre: Bethal (4X Posts)
 Labour Centre: Morganzon Satellite (X3 Posts)
 Labour Centre: Carolina (X4 Posts)
 Labour Centre: Badplaas Satellite (X3 Posts)
 Labour Centre: Eerstehoek (X4 Posts)
 Labour Centre: Ermelo (X3 Posts)
 Labour Centre: Breyton Satellite (X3 Posts)
 Labour Centre: Lothair Satellite (X3 Posts)
 Labour Centre: Malelane (X3 Posts)
 Labour Centre: Komatipoort Satellite (X3 Posts)
 Labour Centre: KwaMhlanga (X3 Posts)
 Labour Centre: Mbibane satellite (X3 Posts)
 Labour Centre: Mdujiana Satellite (X3 Posts)
 Labour Centre: Mokobola Satellite (X3 Posts)
 Labour Centre: Siyabuswa Satellite (X3 Posts)
 Labour Centre: Mashishing (X4 Posts)
 Labour Centre: Waterval Boven Satellite (X3 Posts)
 Labour Centre: Middelburg (X4 Posts)

	Labour Centre: Belfast Satellite (X3 Posts)
	Labour Centre: Hendrina Satellite (X3 Posts)
	Labour Centre: Machadodorp Satellite (X3 Posts)
	Labour Centre: Mbombela (X1 Post)
	Labour Centre: Hazy view Satellite (X3 Posts)
	Labour Centre: White river Satellite (X3 Posts)
	Labour Centre: Mkhondo (X3 Posts)
	Labour Centre: Amersfoort Satellite (X3 Posts)
	Labour Centre: Volkrust (X4 Posts)
	Labour Centre: Sabie (X4 Posts)
	Labour Centre: Graskop Satellite (X3 Posts)
	Labour Centre: Casteel Satellite (X4 Posts)
	Labour Centre: Secunda (X3 Posts)
	Labour Centre: Leandra Satellite (X3 Posts)
	Labour Centre: Standerton (X3 Posts)
	Labour Centre: Balfour (X3 Posts)
	Labour Centre: Delmas Satellite (X3 Posts)
	Labour Centre: Ga-nala Ref (X3 Posts)
	Labour Centre: Ogies Satellite (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/Grade 12/Senior Certificate. 0-6 months experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	: Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	: Ms E Baholo Tel No: (013) 655 8700
	: Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MPU-QUALITY@LABOUR.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, Mpumalanga.
<u>POST 26/67</u>	: <u>CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES (IES) REF NO: HR/4/4/7/56 (X8 POSTS)</u>
<u>SALARY</u>	: R269 499 per annum
	Labour Centre: Barberton (X1 Post)
	Labour Centre: Bethal (X1 Post)
	Labour Centre: Carolina (X1 Post)
	Labour Centre: Ermelo (X1 Post)
	Labour Centre: Mkhondo (X1 Post)
	Labour Centre: Sabie (X1 Post)
	Labour Centre: Secunda (X1 Post)
	Labour Centre: Standerton (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/Grade 12/Senior Certificate. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	: Render services at help desk as the first point of entry within the Registration Services. Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	: Mr S Mashinini Tel No: (013) 655 8700
	: Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MPU-CSO-IES@LABOUR.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, Mpumalanga.

<u>POST 26/68</u>	:	<u>CLIENT SERVICE OFFICER: (PES) REF NO: HR/4/4/7/57 (X5 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum Labour Centre: Eerstehoek (X1 Post) Labour Centre: Ermelo (X1 Post) Labour Centre: KwaMhlanga (X1 Post) Labour Centre: Sabie (X1 Post) Labour Centre: Secunda (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Ms LL Shawe Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MPU-CSO-PES@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mpumalanga.
<u>POST 26/69</u>	:	<u>CLIENT SERVICE OFFICER: PES (X3 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Lichtenburg Labour Centre Ref No: HR4/4/07/24 (X1 Post) Potchefstroom Labour Centre Ref No: HR4/4/07/25 (X1 Post) Rustenburg Labour Centre Ref No: HR4/4/07/26 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/Matric/ Senior Certificate. No experience required. Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services, Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Ms N Mathule Tel No: (018) 632 4323 (Lichtenburg) Ms M Barkel Tel No: (018) 297 5100 (Potchefstroom) Ms BC Dirane Tel No: (014) 285 0158 (Rustenburg)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@LABOUR.gov.za
<u>POST 26/70</u>	:	<u>CLIENT SERVICE OFFICER: UIF (X99 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Vryburg Labour Centre Ref No: HR4/4/07/15 (X12 Posts) Potchefstroom Labour Centre Ref No: HR4/4/07/16 (X14 Posts) Christiana Labour Centre Ref No: HR4/4/07/17 (X14 Posts) Taung Labour Centre Ref No: HR4/4/07/18 (X14 Posts) Klerksdorp Labour Centre Ref No: HR4/4/07/19 (X10 Posts) Brits Labour Centre Ref No: HR4/4/07/20 (X9 Posts) Rustenburg Labour Centre Ref No: HR4/4/07/21 (X5 Posts) Lichtenburg Labour Centre Ref No: HR4/4/07/22 (X8 Posts) Mogwase Labour Centre Ref No HR4/4/07/23 (X13 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/Matric/Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's

		Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operations system).
<u>DUTIES</u>	:	Provide screening services, Process applications for UIF benefits, Register payment continuation forms, Provide administrative functions.
<u>ENQUIRIES</u>	:	Ms N Mathule Tel No: (018) 632 4323 (Lichtenburg) Ms M Barkel Tel No: (018) 297 5100 (Potchefstroom) Ms BC Dirane Tel No: (014) 285 0158 (Rustenburg) Mr P Motlhabane Tel No: (053) 441 9700 (Christiana) Mr T Tegele Tel No: (018) 464 8700 (Klerksdorp) Mr B Molefe Tel No: (014) 555 (Mogwase) Mr N Mthembu Tel No: (012) 252 3068 (Brits Labour Centre) Mr P Mochwening Tel No: (053) 927 5221 (Vryburg) Mr T Lucas Tel No: (053) 994 1679 (Taung)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@LABOUR.gov.za
<u>POST 26/71</u>	:	<u>INSPECTOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Labour Centre: Sasolburg (Free State) Ref No: HR4/4/8/943 (X1 Post) Labour Centre: Verulam (KZN) Ref No: HR4/4/5/58 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF 6 in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms M Lelope Tel No: (016) 976 2270 (FS) Mr B Zondi Tel No: (032) 5415602 (KZN)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs11@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Free State Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Application: Jobs-KZN30@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/72</u>	:	<u>REGISTRY CLERK REF NO: HR 5/1/2/3/72</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/Matric/Senior Certificate (on NQF Level 4). Experience None. Knowledge: National Archives guide and Record Service. Basic Conditions of Employment Act. Batho Pele Principles. Departmental policy. Occupational Health and Safety. Public Finance Management Act. Legislative Requirements: COID. Public Service Act. PFMA and National Treasury Regulations. Skills: Verbal and Written communication. Interpersonal relations. Problem Solving. Organsing.
<u>DUTIES</u>	:	Administer archival records and keep them in good condition. File document according to the requirements of National Archives. Handle all income and outgoing mails. Procure and disuse stocks, stationery and equipment for the section.

<u>ENQUIRIES</u>	:	Ms D Mahlaule at 082 679 7673
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF12@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 26/73</u>	:	<u>ACCOUNTING CLERK REF NO: HR4/4/07/27</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate; no experience required. Knowledge: Departmental Policies, Procedures, Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles. Skills: Planning and Organising, Computer literacy, Communication, Problem solving, Accounting, Analysis.
<u>DUTIES</u>	:	Compile and capture all financial transactions for the whole Province on financial system (e.g BAS, LOGIS, PERSAL and safety-net). Render proper record keeping for future reference. Provide support in monitor budget processes for the province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and allocated accounts before month closure.
<u>ENQUIRIES</u>	:	Ms A Modikoe Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW4@LABOUR.gov.za
<u>POST 26/74</u>	:	<u>ADMINISTRATIVE CLERK: EMPLOYMENT SERVICES REF NO: HR4/4/07/28</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12; no experience required. Knowledge: Office Administration, Computer Literacy, Secretariat. Skills: Telephone etiquette, Communication skills (Written and Verbal), Interpersonal Relations, Administration, Computer.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration support services. Render secretariat support.
<u>ENQUIRIES</u>	:	Ms A Mbale Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW4@LABOUR.gov.za

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	11 August 2025
<u>NOTE</u>	:	All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

<u>POST 26/75</u>	:	<u>DIRECTOR: EMPLOYMENT EQUITY AND GENDER REF NO: NDOH 73/2025</u> Directorate: Employment Equity and Gender
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 and NQF 7 qualification in Gender Studies/Human Resources Management/Social Science or Public Administration as recognized by SAQA. At least five (5) years' experience at Middle Management/Senior Management level in employment equity environment or related field. Knowledge of Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development legislation, Human Resources policies and procedures, Public Service Transformation, The Constitution of the Republic of South Africa, Diversity Management and white paper on affirmative actions. Good

communication (verbal and written), research, problem solving, analytical, coordination, planning, organizing, corporate governance, people management leadership and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Oversee and manage the development, implementation and review of employment equity and gender focal point, policies, plans and programmes. Ensure that Employment Equity (EE) and Gender policy, plan are developed, reviewed, benchmarked, updated and approved to be in line with legislation. Manage the co-ordination and implementation of disability programmes. Manage the co-ordination and conducting of disability workshops/awareness programmes. Ensure stakeholder consultation and oversee advocacy project. Plan and organise seminars, workshops and conference for the internal staff in the department. Coordinate and facilitate the development and implementation of affirmative action measures. Develop and update the Employment Equity plan to promote Affirmative Action. Management of resources (personnel and finance), risk and audit.

ENQUIRIES : Mr PP Mamogale Tel No: (012) 395 9378

OTHER POST

POST 26/76 : **CHIEF ENVIRONMENTAL HEALTH PRACTITIONER GRD I REF NO: NDOH 74/2025**

Directorate: Employment Equity and Gender

SALARY : R575 250 per annum, as per OSD
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 and at least NQF 6 qualification in Environmental Health. Registration with HPCSA as an Environmental Health Practitioner, and in good standing. At least three (3) years' experience in environmental health. Knowledge of legislation related to environmental health, project management and stakeholder engagement. Knowledge of the International Health Regulations. Good communication (verbal and written), planning and organising, supervisory, research/analysis, and problem solving as well as computer skills (MS Office package). Ability to work well under pressure, irregular hours, independently and in a team. A valid driver's license.

DUTIES : Facilitate the issuance of human remains import and export permits for ports of entry in the country. Conduct risk assessment and ensure required service standards are complied with during the process of issuing permits. Attend to queries and complaints related to human remains permits issuance. Analyse and maintain human remain permit issuance data. Conduct data analysis on the information received through the system. Provide recommendations for process and system changes based on analysed data. Conduct training and workshops to various stakeholders on matters related to human remain permits. Provide technical support on port health related matters in the directorate and support in training and workshops on port health matters. Supervise community services Environmental Health Practitioners. Management of Hazardous Substances. Provide technical support on the implementation of Hazardous Substances 1973 (Act No.15 of 1973). Assist and support in the development or reviewing of relevant legislation and other policy mandates on hazardous substances control. Provide training to Hazardous Substances dealers and BMA officials on the Hazardous Substances Act, and its Regulations. Observe International Lead Poisoning Prevention Week of Action and raise awareness on other priority hazardous chemicals targeting the border environment and hazardous substances suppliers. Ensure all records related to hazardous substances are kept and reports are developed.

ENQUIRIES : Ms APR Cele Tel No: (012) 395 8522

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be submitted online at dha-erecruitment-publicportal.azurewebsites.net or send to the correct address specified at the bottom of the posts, on or before the closing date.
- CLOSING DATE** : 15 August 2025
- NOTE** : Applications must be accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

OTHER POST

- POST 26/77** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRMC 27/25/1 (X1 POST)**
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
- SALARY CENTRE REQUIREMENTS** : R468 459 - R551 823 per annum (Level 09), (A basic salary)
: Northern Cape: Provincial Manager's Office
: An undergraduate qualification in Labour Relations or Labour Law at NQF level 6 as recognized by SAQA. 3 Years' experience as Labour Relations Officer or Practitioner. Knowledge of Human Resources Regulatory Framework. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Bargaining. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Client Orientation and customer focus. Time Management and ability to meet deadlines. Good verbal and written communication, as well as report writing and presentation skills. Problem-solving and Analytical skills. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Decision making. Accountability. Interviewing skills. Planning and organizing. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the Province. Represent the Province at all disciplinary hearings. Provide expert advice in the Province on disciplinary and misconduct matters. Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process in the Province. Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines.

Co-ordinate and participate in the Provincial Consultative Forum (PCF). Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances, disputes and misconduct cases to Head Office on a weekly basis. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Provide expert advice to the Province on Labour Relations matters. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES
APPLICATIONS

- : Northern Cape: Ms S Botha Tel No: (053) 807 6700
- : Applications compliant with the "Directions to Applicants" above, must be submitted online at dha-erecruitment-publicportal.azurewebsites.net or sent to the correct address specified as follows:-Northern Cape: Postal Address: Private Bag X6073, Kimberley, 8300 Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

CLOSING DATE

: 08 August 2025

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts.

MANAGEMENT ECHELON

POST 26/78 : **DIRECTOR: LEGAL AND LITIGATION ADVISORY SERVICES REF NO: Q9/2025/60**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : National Office: Pretoria
REQUIREMENTS : An LLB/ B. Proc. Degree (NQF7) as recognized by SAQA. 5 years' experience at Middle/Senior Managerial level. Driver's license. Admitted Attorney/Advocate with relevant experience as a practicing Attorney or Advocate. 3 years' experience in the Civil and Labour relations environment. Knowledge Requirements: Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the Public Service, including knowledge of corporate and administrative law. Litigation experience in dealing with criminal and civil matters especially corruption/systemic corruption matters. Advanced knowledge of the drafting of legislation, sub-ordinate legislation and/or investigations and Standard Operating Procedures. Understanding of the key priorities of government. Knowledge of South African law and civil procedures. Skills and Competencies: Strategic capability and leadership skills. Analytical thinking. Planning and organizing. Problem solving and decision-making skills. Innovation and creative thinking. Legal court administration skills. Project management skills. Strategic planning skills. Change management skills. Computer literacy. Ability to interpret the law. Written and verbal communication skills. Report writing skills. Negotiation skills. Research of the law. Honesty and integrity. Ability to work under pressure. Client orientation and customer focus. Financial management skill.

DUTIES : Provide strategic direction to the component: Provide inputs into Strategic planning of the Directorate and/or Chief Directorate. Identify priority areas and determine objectives and operational plans of the component, in line with the strategic plan of the Department. Monitor, evaluate and report on the performance of the component according to the objectives determined in the operational plan. Policy and systems Development: Establish, evaluate and maintain policies, systems and processes in line with regulations and best practices principles. Direct the implementation of specific procedures, systems and controls. Provide Legal Advisory and Compliance Services: Review and /or provide legal opinions, advice, correspondence to ensure quality control and compliance with legislation, regulations, policies and standards. Provide input and/or make recommendations based on research findings on draft legislation. Legal Services Management: Direct and manage administrative appeals. Direct and manage the provision of core legal advice and services. To coordinate and manage civil, labour and arbitration litigation matters. Advise if the department should litigate or defend the department after ascertaining the facts for matter referred to the unit. Contract and Risk Management: Provide contract management service, review, develop service level agreements and associated correspondence to ensure quality control and compliance with policies, procedures, regulations and standards.

ENQUIRIES : Mr. P Setshedi Tel No: (012) 399 0030
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email recruitment13@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION : Mr. DS Baloyi Tel No: (012) 399 0202

POST 26/79 : **DIRECTOR: LEGAL AND INVESTIGATIONS SERVICES REF NO: Q9/2025/61**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : National Office: Pretoria
REQUIREMENTS : An LLB/ B. Proc. Degree (NQF7) as recognized by SAQA. 5 years' experience at Middle/Senior Managerial level. Driver's license. Admitted Attorney/Advocate with relevant experience as a practicing Attorney or Advocate. Knowledge Requirements: Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the Public Service, including knowledge of corporate and administrative law. Litigation experience in dealing with corruption/systemic corruption matters.

Experience in drafting of legislation, sub-ordinate legislation and/or investigations and Standard Operating Procedures. Understanding of the key priorities of government. Knowledge of South African law and civil procedures. Skills and Competencies: Strategic capability and leadership skills. Analytical thinking. Planning and organizing. Problem solving and decision making skills. Innovation and creative. Legal court administration skills. Project management skills. Strategic planning skills. Ability to Interpret law. Communication (Written and verbal) skills. Report writing skills. The ability to interpret and research the law. Project Management skills. Negotiation skills. Honesty and integrity. Change Management skills. Computer literacy Financial management skill. Client orientation and customer focus. Ability to work under pressure.

DUTIES

: Strategic leadership and Planning: Provide strategic direction for the Legal and Investigation Advisory Services unit. Identify priority areas and formulate objectives and the department's strategic goals. Monitor, evaluate and report on the performance of the component against operational objectives. Legal Policy Development and Governance: Establish, review, and maintain legal policies, systems and processes in line with applicable regulations and best practice. Direct the implementation of legal procedures, systems and internal controls to ensure compliance and efficiency. Draft Practice notes and directives to guide legal and investigative practices. Legal Advisory and Legislative Support: Review and provide legal opinions, advice, correspondence to ensure quality control and compliance with legislation, regulations, and departmental policies. Conduct legal research and provide recommendations on draft legislation and regulatory frameworks. Ensure alignment of legal advice with departmental and national legal standards. Investigative legal Oversight: Direct and manage processing of applications for policy powers in accordance with legal mandates. Oversee and manage administrative appeals, ensuring procedural fairness and legal compliance. Provide legal oversight and guidance on investigations, ensuring adherence to legal standards and ethical practices. Oversee, manage and enhance the processing of PAIA requests within 30 days of receipt. Legal Capacity and Stakeholder Engagement: Conduct workshops and training sessions on legal practice notes and directives. Promote legal awareness and understanding across the department and among stakeholders. Engage with internal and external stakeholders to ensure effective legal advisory support.

ENQUIRIES

: Mr. MS Ramafoko Tel No: (012) 399 0000
Ms N Nadooi Tel No: 031 310 1300

APPLICATIONS

: **Pretoria:** Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email Recruitment14@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail. For Attention: Mr. DS Baloyi Tel No: (012) 399 0202
Durban: Independent Police Investigative Directorate, hand deliver to 22 Dorothy Nyembe Street, 3rd Floor the Marine Building, Durban, 4000 or recruitment2@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail. For Attention: Mr. S Ndlovu @ 031 310 1300

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.

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 11 August 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Please note the following corrections regarding the advertised posts in the Public Service Vacancy Circular 25 dated 18 July 2025 with the closing date of 04 August 2025:
- Senior Assistant State Attorney (LP5-LP6) with Ref No: 25/VA11/NW: The requirements of "the right of appearance in the High Court is removed.
- Assistant State Attorney (LP3-LP4) with Ref No: 25/VA10/NW: The requirements were advertised as "At least 2 years appropriate post qualification Admission/litigation experience, the amended one should read as follows: "At least 2 years appropriate post qualification legal/litigation experience".
- Family Law Assistant with Ref No: 25/37/FS, the correct centre of the post should be Family Advocate: Bloemfontein, and not Magistrate Office: Bloemfontein as previously indicated.
- Chief Administration Clerk with Ref No: 25/35/FS, the correct centre of the post should be Family Advocate: Bloemfontein, and not Family Advocate: Welkom as previously indicated.

OTHER POSTS

- POST 26/80** : **FAMILY ADVOCATE; (LP7-LP8) REF NO: 2025/50/GP**
- SALARY** : 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.
- CENTRE** : Family Advocate: Pretoria

<u>REQUIREMENTS</u>	:	An LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation experience; Admittance as an Advocate; 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; Computer literacy; Dispute and Conflict Resolution skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. RR Moabelo Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/81</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R896 702 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Alfred Nzo District: Mount Frere Ref No: 80/25EC (X1 Post) OR Tambo District: Mthatha Ref No: 81/25EC (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
<u>DUTIES</u>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/82</u>	:	<u>DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 25/VA27/NW</u>
<u>SALARY</u>	:	R896 436– R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: North West
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Safety and Security; A minimum of 3 years' experience in a safety and security work environment at managerial (Assistant Director) level; Registration with PSIRA or NOSA or SSA; Knowledge and understanding of Security Management related legislation and policies, Knowledge of Security Management frameworks and guidelines; Knowledge and understanding of the Public Service statutory frameworks; Financial Management and regulatory frameworks/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.

<u>DUTIES</u>	:	Key Performance Areas: Coordinate security operations; Coordinate and conduct security risk management assessment; Monitor security contract performance; Coordinate the provision of close protection, special events and cash-in-transit services; Coordinate the provision of information security and vetting services; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	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 https://forms.office.com/r/X2XaVPasWu
<u>POST 26/83</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) (X5 POSTS)</u>
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	State Attorney: East London Ref No: 84/25EC (X1 Post) State Attorney: Mthatha Ref No: 85/25EC (X1 Post) State Attorney: Port Elizabeth Ref No: 86/25EC (X3 Posts)
<u>REQUIREMENTS</u>	:	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; 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Eastern Cape: Mrs. L de Kock Tel No: (043) 702 7000 / 7130
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record on the interview dates. Separate application must be made quoting the relevant reference number
<u>POST 26/84</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 24/25/NC/S.A-KIM (X3 POSTS)</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	State Attorney, Northern Cape: Kimberley
<u>REQUIREMENTS</u>	:	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; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; A valid driver's license; Conveyancing and notary will serve as added advantages. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Accuracy and attention to details; Strong communication (written and verbal); Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
<u>DUTIES</u>	:	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; Guide and train Candidate State Attorney.
<u>ENQUIRIES</u>	: Ms N. Gcilitshana Tel No: (053) 8077800
<u>APPLICATIONS</u>	: 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. 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
<u>POST 26/85</u>	: <u>COURT MANAGER (X6 POSTS)</u>
<u>SALARY</u>	: R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office: Keiskammahoek Ref No: 82/25EC (X1 Post) Magistrate Office: Ngqeleni Ref No: 83/25EC (X1 Post) Magistrate Office: Strand Ref No: 12/2025/WC (X1 Post) Magistrate Office: Bronkhorspruit Ref No: 2025/02/GP (X1 Post) Magistrate Office: Germiston Ref No: 2025/03/GP (X1 Post) Magistrate Office: Lenasia Ref No: 2025/04/GP (X1 Post)
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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 analyze 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.
<u>ENQUIRIES</u>	: Eastern Cape, Mr A Jilana Tel No: (043) 702 7000 / 7010 Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	: Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or visit: https://forms.office.com/r/X2XaVPasWu : Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number

<u>POST 26/86</u>	:	<u>ASSISTANT STATE ATTORNEY, (LP3-LP4) (X3 POSTS)</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	State Attorney: Mthatha Ref No 87/25EC (X1 Post) State Attorney: Port Elizabeth Ref No 88/25EC (X2 Posts)
<u>REQUIREMENTS</u>	:	LLB degree or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal /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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mrs. L De Kock Tel No: (043) 702 7000 / 7130
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record Separate application must be made quoting the relevant reference number
<u>POST 26/87</u>	:	<u>ADMINISTRATION OFFICER (X8 POSTS)</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Bizana Ref No: 70/25EC (X1 Post) Magistrate Office: Butterworth Ref No: 71/25EC (X1 Post) Magistrate Office: Dutywa Ref No: 72/25EC (X1 Post) Magistrate Office: Daveyton Ref No: 2025/05/GP (X1 Post) Magistrate Office: Johannesburg Ref No: 2025/06/GP (X1 Post) Magistrate Office: Randburg Ref No: 2025/07/GP (X1 Post) Magistrate Office: Randfontein Ref No: 2025/08/GP (X1 Post) Magistrate Office: Mmabatho Ref No: 25/VA22/NW (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr L Mthantalala Tel No: (043) 702 7000 / 7133 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Gauteng: Ms P Raadt Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu 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, Mahikeng OR https://forms.office.com/r/X2XaVPasWu Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 OR Physical Address:

	Provincial Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number
<u>POST 26/88</u>	: <u>IT AUDITOR REF NO: 25/72/DG (X2 POSTS)</u>
<u>SALARY</u>	: R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: National Office: Pretoria
<u>REQUIREMENTS</u>	: A 3 year National Diploma/NQF level 6/Degree in Auditing/Information System/Computer Science or equivalent qualification; A minimum of 1 year experience in Auditing or Computer Audit; Knowledge of the Public Finance Management Act, Constitution of the Republic of South Africa, Companies Act, Close Corporations Act, Promotion of Access to Information Act, Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, Criminal Procedure Act, Prevention of Organised Crime Act, Basic Condition of Employment Act, Labour Relations Act; Knowledge of other Public Sector regulatory policies, procedures, rules and regulations. Skills and Competencies: Planning and organizing; Good communication skills (verbal and written); Concern for others; Creative thinking; Customer service orientation; Problem solving and analysis; Computer literacy; Ability to work in a team.
<u>DUTIES</u>	: Key Performance Areas: Provide input in audit planning process; Execute audit engagements; Provide administrative support.
<u>ENQUIRIES</u>	: Mr. R. Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: People with disabilities are encouraged to apply.
<u>POST 26/89</u>	: <u>FORENSIC AUDITOR: FORENSIC AUDITS REF NO: 25/74/DG (X2 POSTS)</u>
<u>SALARY</u>	: R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: National Office: Pretoria
<u>REQUIREMENTS</u>	: A 3- year National Diploma/NQF level 6/Degree in Audit/ Accounting/ Law/ Police Administration or equivalent; A minimum of one year experience in Auditing or Forensic investigations; Knowledge of Public Finance Management Act, Constitution of Republic of South Africa, Companies Act, Close Corporations Act, Promotion of Access to Information Act, Prevention and Combating of Corrupt Activities Act, Protected Disclosures Act, Criminal Procedure Act, Prevention of Organised Crime Act, Basic Conditions of Employment Act, Labour Relations Act; Knowledge of other Public Sector regulatory policies, procedures, rules and regulations. Skills and Competencies: Computer literacy; Good Communication skills; Planning and organising skills; Concerns for others; Creative thinking; Customer service orientation; Problem solving and analysis; Self-management.
<u>DUTIES</u>	: Key Performance Areas: Investigate allegations/irregularities falling within the Department's mandate; Report finalized investigations and resolutions to management; Render operational administrative support.
<u>ENQUIRIES</u>	: Mr R Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: People with disabilities are encouraged to apply.
<u>POST 26/90</u>	: <u>INTERNAL AUDITOR: GENERAL ASSURANCE (X2 POSTS)</u>
<u>SALARY</u>	: R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Regional Office: Kimberley Ref No: 25/75/DG (X1 Post) National Prosecuting Authority: Silverton (Cluster: 4) Ref No: 25/77/DG (X1 Post)
<u>REQUIREMENTS</u>	: A 3 years National Diploma/NQF level 6 in Auditing or equivalent; At least 1 year experience in Internal Auditing. Skills and Competencies: Communication

	(written and verbal); Financial management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
<u>DUTIES</u>	: Key Performance Areas: Provide input in the audit planning process; Execute audit engagements; Provide administrative support.
<u>ENQUIRIES</u>	: Mr R Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	: Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: People with disabilities are encouraged to apply.
<u>POST 26/91</u>	: <u>CHIEF ADMINISTRATION CLERK (X10 POSTS)</u>
<u>SALARY</u>	: R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office: Maluti Ref No: 73/25EC (X1 Post) Magistrate Office: Mdantsane Ref No: 74/25EC (X1 Post) Magistrate Office: Cullinan Ref No: 2025/28/GP (X1 Post) Family Advocate: Palm Ridge, Ref No: 2025/60/GP (X1 Post) Master of The High Court Johannesburg Ref No: 2025/54/GP (X2 Posts) Master of The High Court Pretoria Ref No: 2025/55/GP (X2 Posts) Magistrate's Office: Klerksdorp Ref No: 25/VA21/NW (X1 Post) Magistrate's Office: Mmabatho Regional Court, Ref No: 25/VA21/NW (1 Post)
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: Key Performance Areas: Supervise 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.
<u>ENQUIRIES</u>	: Eastern Cape: Mr. Nofemela Tel No: (043) 702 7000 / 7135 Gauteng: Ms P Raadt Tel No: (011) 332 9000 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	: Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR https://forms.office.com/r/X2XaVPasWu 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, Mahikeng OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number
<u>POST 26/92</u>	: <u>SENIOR COURT INTERPRETER (X7 POSTS)</u>
<u>SALARY</u>	: R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office: Humansdorp Ref No: 59/EC (X1 Post) Magistrate Office: King Williams Town Ref No: 60/25EC (X1 Post) Magistrate Office: Lusikisiki Ref No: 61/25EC (X1 Post) Magistrate Office: Tsolo Ref No 62/25EC (X2 Posts) Magistrate Office: Madikwe Ref No: 25/24/NW (X1 Post) Magistrate Office: Bafokeng Ref No: 25/24/NW (X1 Post)

<u>REQUIREMENTS</u>	: Magistrate Office: Lehurutshe Ref No: 25/24/NW (X1 Post) NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages OR Grade 12 with 10 year's practical experience in court interpreting; A Minimum of three years practical experience in court interpreting; and A valid driver's license; Proficiency in English and in two or more indigenous languages. Language proficiency for Eastern Cape: Preference will be given to languages used in area, Xhosa, Afrikaans, Sotho and sign language; Applicants will be subjected to a language test); 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.
<u>DUTIES</u>	: Key Performance Areas; Render interpreting services. Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	: Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	: Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu 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, Mahikeng OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number
<u>POST 26/93</u>	: <u>MAINTENANCE INVESTIGATORS: (X8 POSTS)</u>
<u>SALARY</u>	: R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office, Alice Ref No: 66/25EC (X1 Post) Magistrate Office: Peddie Ref No: 67/25EC (X1 Post) Magistrate Office: Tsolo Ref No: 68/25EC (X1 Post) Magistrate Office: Whittlesea Ref No: 69/25EC (Will also be responsible to work at other offices in the district as required) (X1 Post) Magistrate Office: Mitchells Plain Ref No: 15/2025/WC (X1 Post) Magistrate Office: Lichtenburg Ref No: 25/VA25/NW (X1 Post) Magistrate Office: Randburg Ref No: 2025/26/GP (X1 Post) Magistrate Office: Soshanguve Ref No: 2025/27/GP (X1 Post)
<u>REQUIREMENTS</u>	: A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act; 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Eastern Cape: Mr. Nofemela Tel No: (043) 702 7000 / 7135 Western Cape: Ms P Paraffin Tel No: (021) 462 5471 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Gauteng: Ms. V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	: Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: https://forms.office.com/r/X2XaVPasWu 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, Mahikeng OR https://forms.office.com/r/X2XaVPasWu
	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number
<u>POST 26/94</u>	: <u>COURT INTERPRETERS (X13 POSTS)</u>
<u>SALARY</u>	: R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement).
<u>CENTRE</u>	: Magistrate Office: Wynberg Ref No:16/2025/WC (X1 Post) Magistrate Office: Kuilsriver Ref No: 17/2025/WC (X1 Post) Magistrate Office: Clanwilliam Ref No:18/2025/WC (X1 Post) Magistrate Office: Port Elizabeth Nerina House Ref No 57/25EC (X1 Post) Magistrate Office: Port Elizabeth Ref No 58/25EC (X1 Post) Magistrate Office: Zwelitsha Ref No 59/25ec (X2 Posts) Magistrate Office: Mdantsane Ref No 60/25EC (X1 Post) Magistrate Office: Mount Frere Ref No 61/25EC (X1 Post) Magistrate Office: Brits Ref No: 25/23/NW (X1 Post) Magistrate Office: Mankwe Ref No: 25/23/NW (X1 Post) Magistrate Office: Rustenburg Ref No: 25/23/NW (X1 Post) Magistrate's Office: Klerksdorp Ref No: 25/23/NW (X1 Post)
<u>REQUIREMENTS</u>	: NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages. Skills and Competences: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Western Cape: Mr A Knowles Tel No: (021) 462 5471 Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	: Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: https://forms.office.com/r/X2XaVPasWu Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu 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, Mahikeng OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Please Note: Separate application must be made per centre and quoting the relevant reference Number Note: Shortlisted candidates will be subjected to a personnel vetting process".
<u>FOR ATTENTION</u>	: Ms P Paraffin
<u>POST 26/95</u>	: <u>ADMINISTRATION CLERK (X68 POSTS)</u>
<u>SALARY</u>	: R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office: Port Elizabeth Ref No: 36/25EC (X3 Posts) Magistrate Office: Zwelitsha Ref No: 37/25EC (X3 Posts) Magistrate Office: Lady Frere Ref No: 38/25EC (X3 Posts) Magistrate Office: Mount Frere Ref No: 39/25EC (X2 Posts) Magistrate Office: Uitenhage Ref No: 40/25EC (X2 Posts) Magistrate Office: Indwe Ref No: 41/25EC (X2 Posts) Magistrate Office: Cala Ref No: 42/25EC (X1 Post) Magistrate Office: Tsolo Ref No: 43/25EC (X1 Post) Magistrate Office: Humansdorp Ref No: 44/25EC (X1 Post)

Magistrate Office: Port Elizabeth (Gelvandale) Ref No: 45/25E (X1 Post)
 Magistrate Office: Mount Ayliff Ref No: 46/25EC (X1 Post)
 Magistrate Office: Peddie Ref No: 47/25EC (X1 Post)
 Magistrate Office: Elliotdale Ref No: 48/25EC (X1 Post)
 Magistrate Office: Dutywa Ref No: 49/25EC (X1 Post)
 Magistrate Office: Ngcobo Ref No: 50/25EC (X1 Post)
 Magistrate Office: Maluti Ref No: 51/25EC (X1 Post)
 Magistrate Office: King Williams Town Ref No: 52/25EC (X1 Post)
 Magistrate Office: Motherwell Ref No: 53/25EC (X1 Post)
 Magistrate Office: Tabankulu Ref No: 54/25EC (X1 Post)
 Magistrate Office: Port Alfred Ref No: 55/25EC (X1 Post)
 Magistrate Office: Seymour Ref No: 56/25EC (X1 Post)
 Magistrate Office: Brits Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Madikwe Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Bafokeng Ref No: 25/20/NW (X2 Posts)
 Magistrate Office: Swartruggens Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Rustenburg Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Koster Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Potchefstroom Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Gangesa Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Taung Ref No: 25/20/NW (X1 Post)
 Master of High Court, Mahikeng Ref No: 25/20/NW (X1 Post)
 Magistrate's Office: Christiana Ref No: 25/20/NW (X1 Post)
 Family Advocate Johannesburg Ref No: 2025/11/GP (X1 Post)
 Magistrate Office: Johannesburg Ref No: 2025/12/GP (X7 Posts)
 Magistrate Office: Pretoria Ref No: 2025/13/GP (X4 Posts)
 Magistrate Office: Moretele Ref No: 2025/14/GP (X1 Post)
 Magistrate Office: Randburg Ref No: 2025/15/GP (X2 Posts)
 Magistrate Office: Tembisa Ref No: 2025/16/GP (2 Posts)
 Magistrate Office: Soshanguve Ref No: 2025/17/GP (X1 Post)
 Magistrate Office: Bronkhorstspuit Ref No: 2025/18/GP (X1 Post)
 Magistrate Office: Germiston Ref No: 2025/19/GP (X1 Post)
 Magistrate Office: Alexandra Ref No: 2025/20/GP (X1 Post)
 Magistrate Office: Sebokeng Ref No: 2025/21/GP (X1 Post)
 State Attorney Johannesburg Ref No: 2025/22/GP (X1 Post)
 Magistrate Office: Benoni Ref No: 2025/23/GP (X1 Post)
 Magistrate Office: Palmridge Ref No: 2025/24/GP (X1 Post)
 Magistrate Office: Mamelodi Ref No: 2025/25/GP (X1 Post)

REQUIREMENTS

: Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.

DUTIES

: Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.

ENQUIRIES

: Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131
 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
 Gauteng: Ms T Maphoto Tel No: (011) 332 9000

APPLICATIONS

: **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
 : **Mahikeng:** 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 <https://forms.office.com/r/X2XaVPasWu>
 : **Gauteng:** Quoting the Relevant Reference Number, Direct Your Application To: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical Address: Department of Justice and Constitutional Development; 7th Floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR <https://forms.office.com/r/X2XaVPasWu>

NOTE

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

<u>POST 26/96</u>	:	<u>FAMILY LAW ASSISTANT REF NO: 2025/56/GP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate: Johannesburg 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Raadt Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/97</u>	:	<u>AUDIO-VISUAL COORDINATOR: IT SYSTEMS SUPPORT REF NO: 25/80/IDS</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Brigette Mabandla, Justice College An NQF level 6 qualification as recognized by SAQA in Information Technology/Communication/Media Productions/Audio Engineering/ Electronics; 2 years' experience in audio-visual/life streaming platforms and technologies environment; Understanding of lighting, sound, projection systems, network and IT infrastructure related to AV systems; Knowledge and understanding of Public Service Statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations and Treasury Regulations. Skills and Competencies: Concern for others; Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Organizational communication effectiveness; Problem analysis; Self-management; Team membership; Technical proficiency; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Provide support in the classroom and events regarding AV; Provide technical expertise regarding AV; Maintain and monitor daily operations of AV equipment's functionality; Maintain partnerships with relevant stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P. Leshilo Tel No: (012) 357 8240 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/98</u>	:	<u>CHIEF ADMINISTRATION CLERK (CALL CENTRE SUPERVISOR) REF NO: 25/79/IDS</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria Grade 12 or equivalent qualification; Minimum of 3 years' experience within the clerical/ call centre environment; Knowledge and application of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of procedure and processes applied in Call Centre and Office Management. Skills and Competencies: Communication (verbal and written)

	skills; Computer literacy; Problem solving; Good interpersonal relations; Planning and organizing; Proper usage of presentation equipment; Sound organizational skills; Ability to correctly interpret relevant documentation; Basic typing skills; People management.
<u>DUTIES</u>	: Key Performance Areas: Monitor the call center operation; Handle all escalated complaints/ enquiries; Generate reports and conduct customer satisfaction surveys; Supervise and render general clerical support services; Manage human, financial and other resources.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. S. Maeko Tel No: (012) 315 1996 : Address: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/99</u>	: <u>REGISTRY CLERK (X2 POSTS)</u>
<u>SALARY</u>	: R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: State Attorney Pretoria Ref No: 2025/52/GP (X1 Post) Magistrate Office: Kempton Park Ref No: 2025/53/GP (X1 Post)
<u>REQUIREMENTS</u>	: Agrade 12 (NQF level 4); No previous experience required. Skills Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Organisational communication effectiveness; Problem analysis; Self-management; Teamwork; Technical proficiency.
<u>DUTIES</u>	: Key Performance Areas: Provide Registry Counter Services; Handle incoming and Outgoing correspondence; Render an effective filing and Record Management; Service; Operate Office Machines in Relation the Registry function; Process documents for Archiving and/Disposal.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. V Shiburi Tel No: (011) 332 9000 : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or https://forms.office.com/r/X2XaVPasWu
<u>POST 26/100</u>	: <u>ADMINISTRATION CLERK (CALL CENTRE AGENT) REF NO: 25/78/IDS (X4 POSTS)</u>
<u>SALARY</u>	: R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: National Office: Pretoria
<u>REQUIREMENTS</u>	: Grade 12 or equivalent qualification; Knowledge and application of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of procedure and processes applied in Call Centre and Office Management; Provisioning of Call Centre administration procedures and processes; Knowledge of capturing, document tracking, storage and retrieval. Skills and Competencies: Communication (verbal and written) skills; Computer literacy; Problem solving; Good interpersonal relations; Planning and organizing; Proper usage of presentation equipment; Sound organizational skills; Ability to correctly interpret relevant documentation.
<u>DUTIES</u>	: Key Performance Areas: Handle all inbound and outbound calls; Resolve customer queries through e-mail, walk-ins and other platforms; Provide information for reporting and customer satisfaction purposes; Render general clerical support services.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. S. Maeko Tel No: (012) 315 1996 : Address: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. https://forms.office.com/r/X2XaVPasWu
<u>POST 26/101</u>	: <u>TELECOM OPERATOR REF NO: 33/2025/WC</u>
<u>SALARY</u>	: R193 359 – R227 66 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Provincial Office, Western Cape
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Appropriate experience as a telecom operator. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal skills; Good public relations skills; Ability to work under pressure and to solve problems; Customer service and document management.
<u>DUTIES</u>	:	Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
<u>ENQUIRIES</u>	:	Ms W Nguyuzza Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 26/102</u>	:	<u>SECURITY OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Kuilsriver Ref No: 31/2025/WC (X1 Post) Magistrate Office: Vredendal Ref No: 32/2025/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<u>ENQUIRIES</u>	:	Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or to: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a personnel vetting process."
<u>POST 26/103</u>	:	<u>CLEANER REF NO: 2025/59/GP</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Garankuwa
<u>REQUIREMENTS</u>	:	Grade 10/ ABET level 4. Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity Citizenship; Communication skills (verbal and written); Problem analysis; Self-management; Team membership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Provide cleaning service; Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Ms T Maphoto Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/104</u>	:	<u>MESSENGER (X5 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Protea Ref No: 2025/31/GP (X1 Post) Magistrate Office: Boksburg Ref No: 2025/32/GP (X1 Post) Magistrate Office: Ekangala Ref No: 2025/33/GP (X1 Post) Family Advocate Palmridge Ref No: 2025/65/GP (X1 Post) Family Advocate Pretoria Ref No: 2025/66/GP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10/ ABET Level 4 qualification; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service

	orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
<u>DUTIES</u>	: Key Performance Areas: Render driver/ messenger support services; Collect, deliver and serve documents; Distribute mail and parcels to the various offices; Collect correspondence from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	: Ms T Maphoto Tel No: (011) 332 9000
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/105</u>	: <u>GENERAL WORKER REF NO: 2025/58/GP</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: State Attorney Pretoria
<u>REQUIREMENTS</u>	: Grade 10/ ABET level 4; Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem Analysis; Self-Management; Team Membership; Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Perform general assistant work; Load and off load furniture, equipment and any other goods to relevant destination; Clean government vehicles; Clean relevant workstation.
<u>ENQUIRIES</u>	: Ms. V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 Or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu

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 selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 11 August 2025
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents 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 (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six 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. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. 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 NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at 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. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

ERRATUM: Administrative Clerk: Supervisor (Pretoria: Head Office) with Ref No: Recruit 2025/229 advertised in Public Service Vacancy Circular 15 dated 09 May 2025 is hereby withdrawn.

OTHER POSTS

<u>POST 26/106</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)</u> <u>REF NO: RECRUIT 2025/390</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence.
<u>DUTIES</u>	:	Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025390@npa.gov.za
<u>POST 26/107</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Pretoria Ref No: Recruit 2025/391 Johannesburg Ref No: Recruit 2025/392
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence.
<u>DUTIES</u>	:	Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Pretoria e mail: Recruit2025391@npa.gov.za Johannesburg e mail: Recruit2025@392npa.gov.za
<u>POST 26/108</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Mthatha Ref No: Recruit 2025/393 Pretoria Ref No: Recruit 2025/394 (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or

criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.

DUTIES

: To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.

ENQUIRIES

: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
Pretoria Lerato Rakale Tel No: (012) 351 6756

APPLICATIONS

: Mthatha e mail: Recruit2025393@npa.gov.za
Pretoria e mail: Recruit2025394@npa.gov.za

POST 26/109

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Sexual Offences and Community Affairs

SALARY CENTRE

: R1 563 183 per annum (Level 14), (Total cost package)
Pretoria: Head Office Ref No: Recruit 2025/395
Durban Ref No: Recruit 2025/396

REQUIREMENTS

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good advocacy and legal drafting skills. Knowledge of criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. In depth and extensive knowledge of the law and management of gender based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Knowledge of the PFMA and financial management skills. Good planning skills, including administrative, organisational and project management skills. Skills in public awareness initiatives and stakeholder management. Skills in research and development of training material in related fields of the SOCA Unit mandate. Knowledge of strategic planning and operational implementation of initiatives. Good verbal and written communication skills. General computer literacy in MS Word, Teams, Excel, Outlook and PowerPoint. Valid driver's license.

DUTIES

: Manage the portfolios assigned by the Special Director. Liaison and management of relevant stakeholders. Manage, train and guide SOCA provincial and cluster managers, prosecutors and stakeholders in respect of all matters relating to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to SOCA mandate,

representations and to make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court, appear in appeals and reviews on the instruction of Special Director. Prepare court opinions. Map out and implement strategic planning for the Unit and lead staff members to achieve strategic objectives. Development, performance management and assessment of staff members. Deal with the representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Initiate and coordinate public awareness campaigns and related training sessions. Oversight of TCC sites in the province. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director. Quality control of statistics and performance management in relation to SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Perform any other task the Special Director deems to be necessary.

ENQUIRIES
APPLICATIONS

: Sandra Reddy Tel No: (012) 845 6670
: Pretoria: Head Office e mail: Recruit2025395@npa.gov.za
Durban e mail: Recruit2025396@npa.gov.za

POST 26/110

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
National Prosecutions Services

SALARY
CENTRE

: R1 563 183 per annum (Level 14), (Total cost package)
: DPP: Mmabatho Ref No: Recruit 2025/397
DPP: Pretoria Ref No: Recruit 2025/398
DPP: Mpumalanga Ref No: Recruit 2025/399

REQUIREMENTS

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.

DUTIES

: Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES

: DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
DPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808
DPP: Mpumalanga Tel No: (013) 045 0622

APPLICATIONS

: DPP: Mmabatho e mail: Recruit2025397@npa.gov.za
DPP: Pretoria e mail: Recruit2025398@npa.gov.za
DPP: Mpumalanga e mail: Recruit2025399@npa.gov.za

<u>POST 26/111</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/400</u> National Prosecutions Services
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	DPP: Pretoria (Tax Unit)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge and understanding of SARS functions and financial accounting background. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Studying and research law, enquiring and dockets relating to crimes and advising and decisions thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	e mail: Recruit2025400@npa.gov.za
<u>POST 26/112</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/401</u> Office for Ethics and Accountability
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. People Management and Empowerment; Strategic Capability and Leadership; Project and Programme Management; Financial Management and Head Investigations. Good interpersonal, analytical, presentation and communication skills. Knowledge of legislation and regulations pertaining to public service administration, including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Management Act 11 of 2014. General computer literacy skills, MS word, PowerPoint, Excel, etc; specifically, MS Word, Excel, Outlook, PowerPoint. Very good with time management, analysis, written and verbal communication skills. People management skills, and interpersonal relations. Ability to think independently, innovatively and proven ability to work under pressure. Willing to travel extensively. Candidates to be appointed in or assigned to the OEA must disclose to the Office particulars of all registrable financial interests,

DUTIES

obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act, 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. A valid driver's license.

- : Manage, guide and oversee complaints investigations. Oversee complaints allocated to the division and examine source evidence and performance analysis. Liaise with law enforcement agencies with regard to the referral of cases of unethical conduct, Ensure delivery of strategic objectives and performance targets as per the Annual Performance Plan. Manage, guide and oversee fraud and corruption investigations within the NPA, Ensure the investigation of fraud and corruption investigations within the NPA. Ensure the investigation of fraud and corruption, unethical conduct, irregular expenditure, financial misconduct and hotline related cases are conducted. Perform risk assessments and identify issues related to fraud and corruption. Liaise with Labour Relations Unit and other units to ensure speedy resolution of reported cases. Manage the development of complaints management policies and protocols. Monitor the implementation of complaints management policies and protocols. Oversee and manage ad-hoc investigation research. Human resource management of the unit.

**ENQUIRIES
APPLICATIONS**

- : Karen Van Rensburg Tel No: (012) 845 6871
- : e mail: Recruit2025401@npa.gov.za

POST 26/113

- : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/402**
- : Investigating Directorate Against Corruption

**SALARY
CENTRE
REQUIREMENTS**

- : R1 563 183 per annum (Level 14), (Total cost package)
- : Pretoria: Head Office
- : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Knowledge of Labour Relations Act. Access to information Act, Legal Administration, Knowledge of NPA and NPS policies and procedures relevant to the job functions. Ability to apply technical /professional knowledge and skills. PRECCA, POCA, CPA51/177, Interpretation Act 33/1957. Performance Management. Superior Court Act 10/2013 and all rules of courts specifically in the superior court including the Constitution Court. Knowledge and experience in money laundering and complex corruption cases. Knowledge of State Capture recommendations and offences related threats. Preferred knowledge of FATF. People and Programme Management and Empowerment, Strategic Capability and Leadership. Project Management. Financial Management and head investigations Good interpersonal, analytical, presentation and communication skills.

DUTIES

- : Manage the portfolio assigned by the Director: Investigating Directorate Against Corruption. Decide representations. Decide whether investigations should be authorized or declined in accordance with chapter 5 of NPA Act 32 of 1998. Lead the investigations and manage the operational, investigative, and prosecution team. Draft and manage the summons process. Lead enquiries in respect of summonsed persons. Make application for centralization. Make application for the addition of racketeering charges. Make applications for extradition, draft all necessary process, and engage with foreign authorities. Make applications for mutual legal assistance, draft all necessary process, and engage with foreign authorities. Liaise with the Asset Forfeiture Unit (AFU) to effect AFU process in relevant cases including international asset recovery. Liaise with the Witness Protection Unit (WPU) where necessary. Engage with internal and external stakeholders. Study, manage, and check voluminous and complex criminal cases and decide whether the matter is ready for the institution of prosecution. Draft and check charge sheets and indictments. Draft and manage: the prosecution strategy plan, witness plan, exhibits plan, and docket security plan. Conduct prosecutions in regional or high court from enrolment to finalization including bail, motion applications, pre-trial conferences, conducting of the trial, lodging of state appeals, responding to appeals by the accused, and arguing

constitutional court matters where necessary. Appear and argue in motion court, the Supreme Court of Appeal, and Constitutional Court as necessary. Participate on stakeholder forums, case management forums, and any other forums on instruction by the Investigating Director. Formulate opinions on novel questions of law, and other legal matters. Prepare applications or reply to motions and argue in motion court. Respond to parliamentary queries when requested. Formulate and/ comment on prosecution policies and/ or directives. Manage and supervise staff including mentoring, coaching, the provision of legal guidance, performance management, individual skills assessment, skills transfer, ensure that a high standard of professional work is being carried out, improvement of service delivery, ensure adherence to professional code of conduct and ethical standards, and the achievement of the units strategic objectives. Adherence to the highest ethical standards and professional conduct in keeping with the LPC, NPA values, and the International Standards of Prosecution and prosecutors.

**ENQUIRIES
APPLICATIONS**

: Maureen Dibette Tel No: (012) 845 7727
: e mail: Recruit2025402@npa.gov.za

POST 26/114

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (TRC) EF NO: RECRUIT
2025/416**
National Prosecutions Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 563 183 per annum (Level 14), (Total cost package)
: Pretoria: Head Office
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience or knowledge in TRC matters and related legislation will be an added advantage. High level of proficiency in prosecuting and presenting/arguing cases in court. Extensive knowledge of civil and/or criminal procedure. Proficiency in MS Word, Excel and PowerPoint, and MS Teams is required. Ability to act independently without constant supervision. Must have good administrative skills. Must be able to work under pressure, which may involve long working hours. An overall understanding of the work of all the NPS units will be an added advantage. Good interpersonal, analytical, problem solving, presentation and communication skills. General management skills. Computer skills. Valid driver's license.

DUTIES

: Manage the portfolio assigned by the DNDPP or the supervisor. Manage, train and guide Advocates, Prosecutors, dedicated TRC investigators and stakeholders in respect of all TRC matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Study and consider the TRC recommendations (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the TRC hearings, inquest and trial proceedings) pertaining to allocated TRC matters. Investigate and prosecute cases and manage all TRC matters. Draft documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other departments, universities, non-governmental organisations and any other assistance as may be required by investigators. Conduct research, prepare reports, draft legal opinions, policies, legislation, legal documents and attend to representations and complaints arising out of the TRC matters. Make legal decisions in accordance with the law, NPA policies and directives. Assist with the preparation of charge sheets/indictments where applicable. Cooperate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Represent the NPA in stakeholder engagements and projects. Monitor, analyse and report on performance information and statistics. Map out strategic planning for the office and lead staff members towards achieving the strategic objectives. Development, performance management and assessment of staff members. Ensure that a high standard of professional work is being carried out. Assist with the development of strategic, operational and implementation plans. Perform other ad hoc assignments as required by the DNDPP and/or supervisor.

<u>ENQUIRIES APPLICATIONS</u>	:	Gija Maswanganyi Tel No: (012) 845 6944 e mail: Recruit2025416@npa.gov.za
<u>POST 26/115</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/417</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 032 906 - R1 675 743 per annum (Level SU-3), (Total cost package) CPP: Pretoria An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Motshabi Malabi Tel No: (012) 351 6864 e mail Recruit2025417@npa.gov.za
<u>POST 26/116</u>	:	<u>SENIOR PROTECTOR REF NO: RECRUIT 2025/403</u> Office of Witness Protection
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (MMS Level 11), (Total cost package) Eastern Cape (Gqeberha) An appropriate B Degree or Three (3) year Diploma (NQF6). Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. A valid driver's licence.
<u>DUTIES</u>	:	Supervise and provide services regarding to the admission of witnesses and related persons. Verify admission documents and subject documents to quality assurance. Ensure the safe removal of witnesses and related persons from immediate danger area. Supervise the coordination of the protection and safety of witnesses and related persons. Ensure and monitor the management of witnesses and/or related persons and conduct visits. Assist with sourcing of safe houses and conducting of site surveys. Ensure sound Operational

		Financial and Asset management. Compile operational mandates, ensure compliance in the execution of operations, and safekeeping of the documents. Oversee and manage court protections. Ensure that all reports operational returns, claims, etc. are correctly completed and handed in within the specified time frames. Maintain relations and liaise regularly with Stakeholders. Liaise with investigating officers, prosecuting services and any other Stakeholders to ensure fast tracking of court cases and to address challenges with case-flow. Conduct inspections on witness files, assets, fleet, accommodation, firearms and ammunition. Handle grievances of staff and witnesses Manage subordinates and ensure compliance with all administrative and personnel prescripts. Conduct performance management of subordinates and deal with disciplinary matters in terms of the LRA.
<u>ENQUIRIES APPLICATIONS</u>	:	CH Loots Tel No: (041) 045 0402
	:	e mail: Recruit2025403@npa.gov.za
<u>POST 26/117</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2025/404</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Port Elizabeth (Makhanda)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES APPLICATIONS</u>	:	Andiswa Tengile Tel No: (012) 842 1450
	:	e-mail: Recruit2025404@npa.gov.za
<u>POST 26/118</u>	:	<u>PROTECTOR</u> Office of Witness Protection
<u>SALARY</u>	:	R582 444 per annum (Level 10), (excluding benefits)
<u>CENTRE</u>	:	Johannesburg Ref No: Recruit 2025/406
	:	Mpumalanga (Witbank) Ref No: Recruit 2025/407 (X3 Posts)
	:	Free State (Bloemfontein) Ref No: Recruit 2025/408 (X3 Posts)
	:	Eastern Cape (Gqeberha) Ref No: Recruit 2025/405 (Re-advert) (X5 Posts)
<u>REQUIREMENTS</u>	:	An appropriate B Degree or Three (3) year Diploma (NQF6). Must have at least five (5) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a SWAT/VIP Protection course or Tactical Policing Training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management

		and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. A valid driver's licence.
<u>DUTIES</u>	:	Provide services regarding the admission of witnesses. Apply risk management to avoid potential threats and apply counter surveillance techniques. Handle and monitor Section 204 witnesses. Manage and protect witnesses and related persons and ensure their safety and wellbeing. Attend to day-to-day needs of witnesses and / or related persons. Render operational services during Court protections, consultations, and other planned operations. Render administrative and financial support services. Compile operational documents. Compile reports and apply proper record keeping on all witness related matters. Provide Asset management support services. Liaise and build relationships with Stakeholders and all role players. Monitor the status of cases and arrangements for consultations and court protections. Engage with medical and counselling professionals.
<u>ENQUIRIES</u>	:	Johannesburg & Mpumalanga (Witbank) S Davids Tel No: (012) 845 6616 Free State (Bloemfontein) C Immelman Tel No: (051) 410 6162 Eastern Cape (Gqeberha) CH Loots Tel No: (041) 045 0402
<u>APPLICATIONS</u>	:	Johannesburg e mail: Recruit2025406@npa.gov.za Mpumalanga (Witbank) e mail: Recruit2025407@npa.gov.za Free State (Bloemfontein) e mail: Recruit2025408@npa.gov.za Eastern Cape (Gqeberha) e mail: Recruit2025405@npa.gov.za
<u>POST 26/119</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/409</u> Office of Witness Protection
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines. Computer skills - MS Office suite including Word, Excel, Outlook.
<u>DUTIES</u>	:	Take responsibility for the management of the finances including cash management. Monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits. Ensure proper document management and processing of all payments and transactions of covert accounts. Manage cash book and petty cash. Manage the provisioning of traveling and Responsible for financial reporting. Assist with Asset, Fleet and Facility management. Conduct assessment on individual staff.
<u>ENQUIRIES</u>	:	S Davids Tel No: (012) 845 6616
<u>APPLICATIONS</u>	:	e mail: Recruit2025409@npa.gov.za
<u>POST 26/120</u>	:	<u>ASSISTANT DIRECTOR: ASSET, FLEET AND FACILITY REF NO: RECRUIT 2025/410</u> Office of Witness Protection
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Three (3) years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations, and its application. Experience in Asset, Fleet and Facilities management, internal control, and risk management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in leasing of properties and lease contract management. Knowledge of Witness Protection Act. Knowledge of Supply Chain Management Framework, Public Finance Management Act and National Treasury Practice Notes. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act,

		Labour Relations Act, EEA, Skills Development Act. Knowledge of the Constitution, Batho Pele and MISS document. Knowledge of Performance Management. Execution, interpretation and recommendations on policies and procedures Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Computer skills - MS Office suite including Word, Excel, Outlook.
<u>DUTIES</u>	:	Manage office and operational assets, fleet, and facilities. Manage procurement services. Office Administration and Document Management. Compiling of the Asset Management and Procurement plans. Assist to monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits when needed. Perform electronic banking transactions. Assist to manage cash book and petty cash. Conduct Performance management with individual staff reporting to the position, Work under pressure and ensure adherence to timelines.
<u>ENQUIRIES</u>	:	C Immelman Tel No: (051) 410 6162
<u>APPLICATIONS</u>	:	e mail: Recruit2025410@npa.gov.za
<u>POST 26/121</u>	:	<u>ADMINISTRATION OFFICER REF NO: RECRUIT 2025/411</u> Office for Witness Protection
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Eastern Cape (Gqeberha)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.
<u>DUTIES</u>	:	Provide asset support services. Provide administrative support to fleet management. Provide administrative support to asset and facilities management. Document and office management support and Governance.
<u>ENQUIRIES</u>	:	CH Loots Tel No: (041) 045 0402
<u>APPLICATIONS</u>	:	e mail: Recruit2025411@npa.gov.za
<u>POST 26/122</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/412</u> National Prosecuting Services
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years' relevant experience in Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication skills. Knowledge of how to manage documents registry will be an added advantage. Computer skills in MS Word, Excel, PowerPoint, and Outlook. Strong interpersonal and communication skills. Ability to act independently. Ensure compliance with NPA Policies and guidelines and all relevant prescripts. Basic numeracy skills.
<u>DUTIES</u>	:	Supervise and render administrative support services to the Representations unit. Supervise and provide personnel administration services within the component. Assess staff performance. Update the relevant register. Allocate and ensure quality of work. Ensure proper maintenance of files, pending files, correct referencing of all incoming mail/documents and keep proper record of movements of files within the office. Opening and closing files according to the record classification system and proper filling of documents both electronical and manual. Handling telephone and other enquiries.
<u>ENQUIRIES</u>	:	Mr Gija Maswanganyi Tel No: (012) 845 6944
<u>APPLICATIONS</u>	:	e mail: Recruit2025412@npa.gov.za

<u>POST 26/123</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/413</u> Strategy, Operations and Compliance: Financial Management
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager. Renders administrative support services. Supports the manager with the administration and monitoring of the budget. Ensure that the relevant government and NPA prescripts and/or policies adhere when dealing with submissions. Managing diary and travel bookings of the manager. Maintain effective filing and retrieval system. Draft relevant memos and obtain necessary approval. Procure office supplies. Manage leave and performance reports of managers reporting directly to the Chief Director.
<u>ENQUIRIES</u>	:	Morongwa Moreana Tel No: (012) 845 6107
<u>APPLICATIONS</u>	:	e mail Recruit2025413@npa.gov.za
<u>POST 26/124</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/414</u> Strategy, Operations and Compliance
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.
<u>DUTIES</u>	:	Provide a secretarial/administrative support service to the DDG: Corporate Services (CS). Provide secretarial support role in meetings chaired by the DDG: CS, where required. Provide support to DDG:CS regarding scheduling of meetings and other engagements. Support the DDG with the administration of the office. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Conducts research on specific administration issues as required by the DDG:CS. Assist the DDG:CS in all functions delegated to the office as delegated Accounting Officer for NPA. Provide support in all other incidental roles in the office of the DDG: CS as determined from time to time.
<u>ENQUIRIES</u>	:	Morongwa Moreana Tel No: (012) 845 6107
<u>APPLICATIONS</u>	:	e mail: Recruit2025414@npa.gov.za
<u>POST 26/125</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/415</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Able to type. Ability to work independently and under pressure. Integrity, reliable, tolerant, and determined. Ability to identify and handle highly confidential matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel;

PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services.

DUTIES

: Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES

: Maureen Dibetle Tel No: (012) 845 7727

APPLICATIONS

: e mail: Recruit2025415@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **National Office (Midrand)/** Constitutional Court: Braamfontein/ Judicial Support Services: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town
- Eastern Cape:** 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
- Bloemfontein:** 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.
- Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- ERRATUM:** Admin Clerk: DCRS with Ref No: 2025/170/OCJ based in the Western Cape published on Public Service Vacancy Circular 23 dated 04 July 2025 with the closing date 18 July 2025, have been withdrawn. Apologies for any inconvenience caused

CLOSING DATE

- : 08 August 2025

NOTE

- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled 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 disqualifications of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal

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

OTHER POSTS

<u>POST 26/126</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2025/190/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Eastern Cape
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/ Bachelor' Degree in Human Resources Management or equivalent qualification at NQF Level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years relevant experience in Human Resources Management and Administration. Three (3) years' experience with a minimum of one (1) year at supervisory level in HRM and related fields. A valid driver's license. Skills and Competencies: Knowledge and understanding of relevant Human Resources Management Legislation/Directives and Policies must be able to understand/interpret policies and implement strategies. Extensive knowledge of the PERSAL system. Formal PERSAL training. (shortlisted candidates will be required to submit PERSAL certificates/results). Computer literacy (MS Office). Excellent communication skills (written and verbal). Good people management/interpersonal relations. Exceptional report writing skills. Ability to work long hours when required. The ability to work under pressure and adhere to deadlines. Be self-motivated. Attention to detail. Problem solving and maintaining discipline. Commitment and integrity. Confidentiality and professionalism. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Manage and coordinate HRM administration matters within the Department, to contribute to the rendering of a professional Human Resource Management services with respect to conditions of service and benefits, leave, housing, medical aid, injury on duty, termination, long service recognition, overtime, relocation, pension, allowances. HR provisioning (Recruitment and selection, appointment, transfers, verification of qualifications, secretariat functions at interviews etc). Implement and manage the Performance Management and Development system in the province. Responsible for the facilitation and coordination of Labour Relations, Employee Wellness and Learning and Development in the Province. Address Human Resources Administration enquiries and manage all PERSAL transactions. Ensure the correct implementation of Departmental/Public Service policies on matters related to Human Resources Management and adherence to the relevant prescripts/ legislations. Inform, guide and advice relevant stakeholders on Human Resources administration matters to enhance the correct implementation of Personnel administration practices/policies. Manage and administer policy and

		procedures on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the HRM Registry services and records management. Prepare and consolidate reports. Human resources management administration issues.
<u>ENQUIRIES</u>	:	Technical / HR Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/190/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 26/127</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: 2025/191/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Midrand
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Environmental Health, Safety management or equivalent qualification at NQF level 6. A minimum of 3 years' experience in Occupational Health and Safety (OHS) field / related experience of which one (1) year should be on a supervisory level. Registration with SAIOSH or relevant statutory body required. Knowledge Requirements: Competent knowledge of the Occupational Health and Safety Act. Competent knowledge of the SHERQ Framework, Emergency Planning and Standard Operating Procedures. Thorough knowledge of Hazards Identification and Risk Assessment. Working knowledge of committee proceedings. Competencies Skills: Client Service Orientation. Effective communication. Commitment to Learning. Problem solving and analysis. Concern for quality and order. Computer literacy. Security management. Emotional intelligence. Team participation. Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours.
<u>DUTIES</u>	:	Facilitate the development, reviews and implementation of the Policy on OHS and other related policies: Draft OHS Annual Plan and schedule. Draft OHS policy and send to all employees for their inputs. Develop and manage a fully sustainable health and safety program for the department: Establish and maintain fully functional health and safety committees Facilitate nomination process of H&S Representatives and committee. Ensure availability of H&S Reps in each location. Keep records of designation letters and certificates. Facilitate training of Health and Safety Reps. Schedule monthly meetings of the Health and Safety Committees. Provide secretariat services for OHS Committees. Develop and implement an incident management system: Establish and maintain an incident and accident management system. Keep record and report of incident and accident management system. Provision of first aid assistance when necessary and manage register. Conduct investigation on incidents/accidents and keep records. Provide necessary forms to employees when necessary. Hazard identification and risk assessment: Develop standardized inspection checklist. Conduct Daily/Weekly/Monthly inspections. Conduct evacuation drills to ensure safety of employees. Communicate findings of inspections to the building owner and corrective actions to be taken. IOD Management and liaison with the Commissioner for Compensation. Supervise staff: Allocate work. Train and develop employees. Supervise maintenance and cleaning services. Liaison with building maintenance at all sites/offices.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/191/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/128</u>	:	<u>PRINCIPAL LIBRARIAN REF NO: 2025/192/OCJ</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Matric Certificate and a three-year National Diploma / Degree in Library Science or an equivalent qualification at a NQF6 level. Knowledge of Library and information Science Matters, prescripts and Legislation, procedure and processes and Library Services, A minimum of 2 years' experience in Library and Information Systems, Experience in a legal library will serve as an added

advantage, Skills and Competencies: Planning, Organizing and Control, Good written and oral communication skills, Problem solving and decision making skills, Customer Service, Interpersonal Skills, Information Technology, Ability to work under pressure, Language proficiency, Conflict management, Supervisor Skills.

DUTIES : Render an effective and efficient Library and Information services to the users of the library, Manage the Library and information systems, Assist with book selection for the Library and/or Chambers, Classify and Catalogue the Western Cape Division of the High Court's Library Material, Render reference and information service for the Western Cape Divisions of the High Court's Library, Monitor the Library budget and give inputs to the library budget, Market and Promote the Library Services, Perform Administration and Supervisory Service, Perform any other court related work required to improve the efficiency of the Western Cape Division of the High Court, Perform asset management i.e. library books.

ENQUIRIES : Technical/HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
APPLICATIONS : Applications can be sent via email at 2025/192/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 26/129 : **JUDGE'S SECRETARY REF NO: 2025/193/OCJ**
 Re-advertisement, candidates who previously applied are encouraged to re-apply

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

CENTRE : Constitutional Court: Braamfontein
REQUIREMENTS : A Grade 12. One (1) year's secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree will serve as an advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities with legal databases including Jutastat Publications, LexisNexis, South African Legal Information Institute (SAFLII), Sabinet Legal and Hein Online.

DUTIES : Provide general secretarial/administration duties to the Judge. Typing (or Formatting) of draft memorandum decisions, opinions or judgments entries written by or assigned by the Judge. Manage and type correspondence and judgments and court order for the Judge. Conduct legal research. Arrange and Diarize appointments, meetings and official visits and make travel and accommodation arrangements. Update files and documents and provide copies of documents to the Registrar. Store, keep and file court records safely. After case has been completed and opinion, decision or Judgment made, perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Manage the Judges 'vehicle logbook, and the driver thereof. Compile Data and prepare reports and documents for the Judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and her visitors and attend to their needs.

ENQUIRIES : Technical enquiries: Ms. C Martin Tel No: (011) 359 7400/7585
 HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
APPLICATIONS : Applications can be sent via email at 2025/193/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 26/130 : **SENIOR COURT INTERPRETER REF NO: 2025/194/OCJ**

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

CENTRE : Mpumalanga Division of the High Court: Mbombela
REQUIREMENTS : Applicants should be in possession of grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 year National Diploma (NQF 6) in Legal interpreting or equivalent qualification on NQF Level 6 (360 credits) and a minimum of three (3) years practical experience in court Interpreting. Proficiency in English, Afrikaans, Siswati, Xitsonga, Sepedi and Zulu

candidates will be required to undergo oral written language proficiency testing. A valid driver's license will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work under pressure and solve problems, Accuracy and attention to detail, customer service. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Rendering interpreting services in criminal court, civil court, labour and quasijudicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.

ENQUIRIES : Technical/HR related Enquiries: Mr SJ Zwane/ Mv Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email at 2025/194/OCJ@judiciary.org.za

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

POST 26/131 : **TYPIST REF NO: 2025/195/OCJ**

SALARY : R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE : Pietermaritzburg High Court

REQUIREMENTS : 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.

DUTIES : Type court orders, court documents, and reports. Type court orders and relevant court documents in line with the endorsement on the front of the court file. Type judgments. Make amendments on judgments as per the Judge's request/instruction. Compile term roll, week, and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazette terms. Compile and submit relevant orders and judgments to relevant stakeholders.

ENQUIRIES : HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email at 2025/195/OCJ@judiciary.org.za

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

POST 26/132 : **SECURITY OFFICER REF NO: 2025/196/OCJ**

SALARY : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division of The High Court: Cape Town

REQUIREMENTS : Possession of senior certificate (Grade 12) or National Certificate (vocational) on the national learner record database pm MQF 4. A relevant experience required, Basic Security Officer's course registered with PSIRA. Skills and Competencies: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations, Knowledge of the access control procedures, Knowledge of measure for the control and movement of equipment and stores, Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act etc.) and the authority of security officers under these documents, Knowledge on the relevant emergency procedures, Batho Pele Principles. Interpersonal Skills, Client service skills, listening skills, Problem solving skills, Decision making skills, Good Communication, Computer skills, Facilitating skills.

DUTIES : Perform access control functions, ensure that equipment, document and store do not leave or enter the building or premises unauthorized, operate control room security equipment's, ensure safety in the building and premises, Ensure all incidents are recorded in the occurrence books/registers. Checking of parcels and equipment leaving the building to ensure that there is an

authorised removal letter included. Monitor cameras and alert management to any security risks. Monitor compliance by outsourced security service in terms of postings, security equipment and security compliance in terms of the SLA; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Patrol buildings and fenced off areas; Guard vehicles and equipment. Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Authorize entry into the premises to employees. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel. Perform any other duties assigned to you by the Supervisor/Court Manager.

ENQUIRIES

: Technical/HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032 or Ms N Chwethiso Tel No: (021) 480 2637

APPLICATIONS

: Applications can be sent via email at 2025/196/OCJ@judiciary.org.za

NOTE

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

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quote the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 08 August 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 26/133** : **DEPUTY DIRECTOR: FOSAD CLUSTER REF NO: DOT/HRM/2025/11**
Branch: Office of the Director-General
Chief Directorate: Strategic Planning and Cluster Coordination
Directorate: Cluster Coordination
Sub-directorate: Cluster Coordination
- SALARY** : R896 436 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management / Administration / Strategic Planning / Business Management / Political Science / Policy Studies / Law with a minimum of 3 years' experience at a junior management or Assistant Director level in Government's integrated governance system. Driver's license required. Knowledge And Skills: knowledge and understanding of Government Integrated System. Knowledge and expertise of strategic management process in government. Knowledge and expertise of parliamentary & legislative process. Political awareness and familiarity with senior government officials and politicians. Analytical skills, compilation of management reports, communication – verbal & written

DUTIES

: communication. Financial management skills. Strategic capability & leadership. People management & empowerment. Project management skills. Coordinate cluster participation and inputs into the cluster processes. Coordinate DoT participation and inputs into cluster processes. Monitor and evaluate the performance of programmes in relation to Government's Programme of Action (PoA) reporting cycle for the Clusters. Providing strategic support to the Office of the Director-General (with reference to FOSAD Cluster matters). Collate inputs and reports for all FOSAD (Forum of South Africa Directors'-General) Cluster. Facilitate the development of strategic priorities for DoT in liaison with the DoT workstream to be driven within the Economic Sectors, Investment, Employment and Infrastructure. Development (ESIEID) Cluster and FOSAD Clusters that DoT participate in (e.g. Justice Crime & Security (JCPS), International Cooperation, Trade and Security (ICTS). Manage follow-ups on matters that have a bearing on Clusters, FOSAD – MANCO decisions. Coordinate the allocation and dissemination of information with respect to cluster decisions. Coordinate the implementation of cabinet resolutions. Develop the matrix on matters arising from Cabinet resolutions. Draft Cabinet memoranda schedule and ensure adherence to the timelines. Provide administrative support to ODG on Cabinet matters. Ensure compliance on Cabinet Memoranda for submission to Cabinet and Presidency. Render administrative support to DoT management on cabinet related matters. Liaise with the Ministry on an on-going basis to ensure continuous compliance with Cabinet and Cabinet Committees requirements and requests. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Manage project resources, project budget and resource allocation. Manage the resources of the sub-directorate. Provide guidance and adequate support for and development of staff. Provide input in the establishment and maintenance of the governance and administrative system's continuity within the work of the Directorate. Ensure management of the budget and assets.

ENQUIRIES NOTE

: Ms Sibongile Maphuthoma Tel No: (012) 309 3980
: Candidates must quote the name of the post as follows; "Deputy Director: FOSAD Cluster" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 08 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.

OTHER POSTS**POST 26/134**

- : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 080825/01**
Branch: Water & Sanitation Services Management
Cd: Provincial Operations: Gauteng
Dir: Corporate Services Support (Human Resource Administration)

SALARY
CENTRE
REQUIREMENTS

- : R397 116 per annum (Level 08)
- : Gauteng
- : A National Diploma or Degree in Human Resource Management/ Public Management/ Public Administration. Three (3) to Five (5) years' experience in the field of Human Resource Management. One (1) to two (2) years of supervisory experience will serve as an added advantage. The disclosure of a valid unexpired drivers license. Extensive knowledge and understanding of public service, collective agreement and other related legislation. Applicants must be in possession of PERSAL certificates and working experience on the PERSAL system. Excellent verbal and written communication skills. Knowledge and experience of recruitment, selection and appointments, pension administration as well as condition of service matters, i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), upgrades, appointment and other allowances. Work under pressure. Computer literacy.

DUTIES

- : The supervision of pension administration unit, implementation of GEPF regulations and processes, verify pension cases on PCM system. Maintenance of database regarding condition of service-related matters. Maintenance of applicable database in relation to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction

		processes, supervision, training and motivation of staff. Draft adverts for placement. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the Interview processes. Draft appointment submissions and route it for approval. Approve transactions on PERSAL System.
<u>ENQUIRIES</u>	:	Mr Daniel Masoga Tel No: (012) 392 1477
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 26/135</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C (MECHANICAL)</u> <u>REF NO: 080825/02</u> Branch: Infrastructure Management Southern Operations Dir Operations Southern
<u>SALARY</u>	:	R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Western Cape
<u>REQUIREMENTS</u>	:	A National Diploma in Mechanical Engineering. Three (3) years post-qualification technical mechanical experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Experience in project management. Technical design and analysis knowledge. Familiar with computer-aided engineering applications. Knowledge of legal compliance, technical report writing and technical consulting. Communication and problem-solving skills. Computer skills.
<u>DUTIES</u>	:	Render technical services. Assist Engineers, Technologists and associates in field-, workshop- and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Manage refurbishment projects. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets.
<u>ENQUIRIES</u>	:	Ms. S Moodley Tel No: (021) 941 6019
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 26/136</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL MAINTENANCE) REF NO: 010825/03</u> Branch: Infrastructure Management Southern Operations Dir Operations Southern
<u>SALARY</u>	:	R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Western Cape
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Three (3) years post-qualification technical civil experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Experience in project management. Technical design and analysis knowledge. Familiar with computer-aided engineering applications. Knowledge of legal compliance, technical report writing and technical consulting. Communication and problem-solving skills. Computer skills.
<u>DUTIES</u>	:	Render technical services. Assist Engineers, Technologists, and associates in field-workshop- and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce

technical designs with specifications and submit for evaluation and approval by the relevant authority. Manage refurbishment projects. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain databases. Supervise and control technical and related personnel and assets.

ENQUIRIES
APPLICATIONS

- : Ms. S Moodley Tel No: (021) 941 6019
- : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>