



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2025

DATE ISSUED 25 JULY 2025

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### 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

## NATIONAL DEPARTMENTS

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
CIVILIAN SECRETARIAT FOR POLICE SERVICE	A	03 - 09
EMPLOYMENT AND LABOUR	B	10 - 46
HEALTH	C	47 - 48
HOME AFFAIRS	D	49 - 50
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	E	51 - 53
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	54 - 67
NATIONAL PROSECUTING AUTHORITY	G	68 - 80
OFFICE OF THE CHIEF JUSTICE	H	81 - 86
TRANSPORT	I	87 - 88
WATER AND SANITATION	J	89 - 91

## PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	K	92 - 93
GAUTENG	L	94 - 96
MPUMALANGA	M	97 - 111
NORTHERN CAPE	N	112 - 115
NORTH WEST	O	116 - 123
WESTERN CAPE	P	124 - 157

**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.*

- APPLICATIONS** : 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.
- CLOSING DATE** : 08 August 2025
- NOTE** : 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**

- POST 26/01** : **CHIEF DIRECTOR: OVERSIGHT MONITORING AND EVALUATION REF NO: CSP/03/2025**
- SALARY CENTRE REQUIREMENTS** : R1 494 900 per annum, (all-inclusive package)  
: Pretoria  
: 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.
- DUTIES** : 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](mailto: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

**APPLICATIONS** : Can also be emailed to [Recruitment42@csp.gov.za](mailto:Recruitment42@csp.gov.za)

**POST 26/03** : **DIRECTOR: COMPLIANCE REF NO: CSP/05/2025**

**SALARY** : R1 266 714 per annum, (all-inclusive package)

**CENTRE** : Pretoria

**REQUIREMENTS** : 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.

**DUTIES** : 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).

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

**APPLICATIONS** : Can also be emailed to [Recruitment42@csp.gov.za](mailto:Recruitment42@csp.gov.za)

#### **OTHER POSTS**

**POST 26/04** : **ASSISTANT DIRECTOR: EVALUATIONS REF: CSP/06/2025**

**SALARY** : R582 444.per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : 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](mailto: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](mailto: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.

**DUTIES** : 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.

**ENQUIRIES** : Mr M Maiko Tel No: (012) 4931 390  
**APPLICATIONS** : Can also be emailed to [Recruitment52@csp.gov.za](mailto:Recruitment52@csp.gov.za)

**POST 26/07** : **TRANSPORT OFFICER REF NO: CSP/09/2025**

**SALARY** : R325 101 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr MD Mashifane Tel No: (012) 4931 435  
**APPLICATIONS** : Can also be emailed to [Recruitment72@csp.gov.za](mailto:Recruitment72@csp.gov.za)

**POST 26/08** : **ADMINISTRATOR REF NO: CSP/10/2025**

**SALARY** : R269 499 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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** : 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** : Mr MD Mashifane Tel No: (012) 4931 435  
**APPLICATIONS** : Can also be emailed to [Recruitment32@csp.gov.za](mailto:Recruitment32@csp.gov.za)

**POST 26/09** : **ADMINISTRATION CLERK REF NO: CSP/11/2025**

**SALARY** : R228 321 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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** : Mr M Maiko Tel No: (012) 4931 390  
**APPLICATIONS** : Can also be emailed to [Recruitment82@csp.gov.za](mailto:Recruitment82@csp.gov.za)

**POST 26/10** : **RECEPTIONIST REF NO: CSP/12/2025**

**SALARY** : R193 359 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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](mailto: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.***

<b><u>CLOSING DATE</u></b>	:	08 August 2025 at 16:00 (walk-in) and 00:00 (online)
<b><u>NOTE</u></b>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts'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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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](mailto: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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Ms F Fakir Tel No: (012) 406 5723  
: 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](mailto: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 26/13** : **DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/60**  
Re-advertisement applicants who previously applied are encouraged to re-apply.

**SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all- inclusive)  
: Compensation Fund, Pretoria  
: 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.

**DUTIES** : 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).

**ENQUIRIES APPLICATIONS** : Ms F Fakir Tel No: (012) 406 5723  
: 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](mailto: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 26/14** : **DIRECTOR: MEDICAL BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/61**

**SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all- inclusive)  
: Compensation Fund, Pretoria  
: 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Ms F Fakir Tel No: (012) 406 5723  
: 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](mailto: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.

#### **OTHER POSTS**

**POST 26/15** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/7/41**

**SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum, (all-inclusive)  
: Labour Centre: Secunda, Mpumalanga  
: 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Rev MG Sibanyoni Tel No: (013) 655 8702  
: 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](mailto:Jobs-SCU-DDLCO@LABOUR.gov.za) Mkhondo Labour Centre

**FOR ATTENTION** : The Chief Director: Provincial Operations

**POST 26/16** : **DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/7/30**

**SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum, (all- inclusive)  
: Provincial Office: Mmabatho, Northwest  
: 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Ms S Mhlongo 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](mailto:Jobs-NW2@LABOUR.gov.za)

**POST 26/17** : **DEPUTY DIRECTOR: RISK MANAGEMENT, FRAUD AND ANTICORRUPTION REF NO: HR4/4/7/51**

**SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive)  
: Provincial Office: Mpumalanga  
: 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Rev MG Sibanyoni Tel No: (013) 655 8702  
: 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](mailto:Jobs-MPU-RAIM@LABOUR.gov.za)

**FOR ATTENTION** : The Chief Director: Provincial Operations.

**POST 26/18** : **DEPUTY DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/62**

**SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all- inclusive)  
: Compensation Fund, Pretoria  
: 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 EPMO 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Ms M Khosa at 066 478 0037  
 : 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](mailto:Jobs-CF10@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 26/19** : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/63**

**SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all -inclusive)  
 : Compensation Fund, Pretoria  
 : 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 polices 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Ms K Nkabinde at 076 229 2252  
 : 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](mailto:Jobs-CF10@labour.gov.za)

- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 26/20** : **DEPUTY DIRECTOR: STRATEGIC PROJECTS REF NO: HR4/4/3/2DDSP/UIF**  
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : 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.
- DUTIES** : 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)
- ENQUIRIES APPLICATIONS** : Mr SW Nkosi Tel No: (012) 337 1962/ 1410  
: Email: [Jobs-UIF1@labour.gov.za](mailto: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.
- POST 26/21** : **DEPUTY DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/2DDOSS/UIF**
- SALARY CENTRE REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr AP Ragavaloo Tel No: (012) 337 1882  
: email: [Jobs-UIF2@labour.gov.za](mailto: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.
- NOTE** : Coloured Males, Coloured Females, Indian Males, White Females, White Males and Persons with disabilities are encouraged to apply.
- POST 26/22** : **DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/2/DDAS/UIF**  
(1 Year Contract)  
Re-advertisement
- SALARY CENTRE REQUIREMENTS** : 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms ASC Fourie Tel No: (012) 337 1420/ 1599
	:	email: <a href="mailto:Jobs-UIF4@labour.gov.za">Jobs-UIF4@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 26/23</u></b>	:	<b><u>PSYCHOMETRIST/ REGISTERED COUNSELLOR REF NO: HR4/4/07/30</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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: <a href="mailto:Jobs-NW6@LABOUR.gov.za">Jobs-NW6@LABOUR.gov.za</a>
<b><u>POST 26/24</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) OSD REF NO: HR 4/4/3/2SLAO/UIF</u></b> (1 Year Contract) Re-advertisement
<b><u>SALARY</u></b>	:	R586 956 - R1 386 972 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.

**ENQUIRIES** : Adv. LD Mkhonto Tel No: (012) 337 1411/ 1775  
**APPLICATIONS** : Email: [Jobs-UIF5@labour.gov.za](mailto: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.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 26/25** : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/5/59**

**SALARY** : R582 444 per annum  
**CENTRE** : Durban, KZN  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr SF Kubeka Tel No: (031) 366 2121  
**APPLICATIONS** : 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](mailto:Jobs-KZN8@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 26/26** : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/07/01**

Re-advertisement: candidates who previously applied are encouraged to re-apply

**SALARY** : R582 444 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms P Phinithi Tel No: (018) 387 8100  
**APPLICATIONS** : 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](mailto:Jobs-NW2@LABOUR.gov.za)

**POST 26/27** : **ASSISTANT DIRECTOR: AUDIT COORDINATOR REF NO: HR4/4/3/2ASDAC/UIF**  
(1 Year Contract)  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : 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.

**DUTIES** : 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).

**ENQUIRIES APPLICATIONS** : Mr SW Nkosi Tel No: (012) 337 1962  
: Email: [Jobs-UIF6@labour.gov.za](mailto: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.

**POST 26/28** : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: HR4/4/3/2ASDES/UIF**  
(1 Year Contract)  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : 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.

**DUTIES** : Coordinate response to Parliamentary Correspondence. Facilitate the implementation of the oversight structures resolutions. Provide secretariat support services. Manage resources (Human, Financial, Equipment / Assets).

**ENQUIRIES APPLICATIONS** : Mr SW Nkosi Tel No: (012) 337 1962  
: Email: [Jobs-UIF7@labour.gov.za](mailto: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.

**POST 26/29** : **ASSISTANT DIRECTOR: LOSS CONTROL REF NO: HR4/4/3/2ASDLC/UIF**  
(1 Year Contract)  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : 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.
- DUTIES** : 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).
- ENQUIRIES APPLICATIONS** : Mr SW Nkosi Tel No: (012) 337 1962  
: Email: [Jobs-UIF12@labour.gov.za](mailto: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,
- POST 26/30** : **ASSISTANT DIRECTOR: COMPLIANCE SUPPORT REF NO: HR4/4/3/2ASDCS/UIF**  
(1 Year Contract)  
Re-advertisement
- SALARY CENTRE REQUIREMENTS** : 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 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.
- DUTIES** : 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).
- ENQUIRIES APPLICATIONS** : Mr SW Nkosi Tel No: (012) 337 1962  
: email: [Jobs-UIF14@labour.gov.za](mailto: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,
- POST 26/31** : **ASSISTANT DIRECTOR: BUDGET REF NO: HR4/4/3/2ASDB/UIF**  
(1 Year Contract)  
Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, plus 37% in lieu of benefits  
: Unemployment Insurance Fund, Pretoria  
: 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms MT Ramanyimi Tel No: (012) 337 1513

**APPLICATIONS** : email: [Jobs-UIF15@labour.gov.za](mailto: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,

**POST 26/32** : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANTI-CORRUPTION REF NO: HR4/4/7/03**

**SALARY CENTRE REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : 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](mailto:Jobs-NW@LABOUR.gov.za)

**POST 26/33** : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/64**

**SALARY CENTRE REQUIREMENTS** : 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).

**DUTIES** : 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.

**ENQUIRIES** : Mr MJ Raganya at 064 951 5145

**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-CF10@labour.gov.za](mailto:Jobs-CF10@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 26/34** : **ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/64 (X2 POSTS)**

**SALARY** : R468 459 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms TJ Lekganyane at 066 471 6560  
**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-CF10@labour.gov.za](mailto:Jobs-CF10@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 26/35** : **ASSISTANT DIRECTOR: PROJECT REF NO: HR 5/1/2/3/65**  
Re-advertisement applicants who previously applied are encouraged to re-apply.

**SALARY** : R468 459 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : 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 coordination. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Khosa at 066 478 0037
	:	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: <a href="mailto:Jobs-CF10@labour.gov.za">Jobs-CF10@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 26/36</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (X8 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	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)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	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

<b><u>APPLICATIONS</u></b>	<p>: 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: <a href="mailto:Jobs-GP@labour.gov.za">Jobs-GP@labour.gov.za</a> For Attention: Human Resource Management Gauteng Provincial Office.</p> <p>Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Email to: <a href="mailto:Jobs-KZN8@labour.gov.za">Jobs-KZN8@labour.gov.za</a> For Attention: Human Resource Management Kwa-Zulu Natal Provincial Office.</p> <p>Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: <a href="mailto:Jobs-EC9@labour.gov.za">Jobs-EC9@labour.gov.za</a> For Attention: Human Resource Management Eastern Cape Provincial Office.</p> <p>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: <a href="mailto:Jobs-MPU-HRM@LABOUR.gov.za">Jobs-MPU-HRM@LABOUR.gov.za</a> For Attention: Human Resource Management Mpumalanga Provincial Office.</p> <p>Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a> For Attention: Human Resource Management Limpopo Provincial Office.</p> <p>Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: <a href="mailto:jobs-fs10@LABOUR.gov.za">jobs-fs10@LABOUR.gov.za</a> For Attention: Human Resource Management Free State Provincial Office.</p> <p>Chief Director: Provincial Operations, Private Bag X 2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: <a href="mailto:Jobs-NW8@Labour.gov.za">Jobs-NW8@Labour.gov.za</a> For Attention: Human Resource Management North West Provincial Office.</p> <p>Chief Director: Provincial Operations, Private Bag X 5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a> For Attention: Human Resource Management Northern Cape Provincial Office.</p>
<b><u>NOTE</u></b>	<p>: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply</p>
<b><u>POST 26/37</u></b>	<p>: <b><u>SENIOR PRACTITIONER: EMPLOYER REGISTRATION REF NO: HR4/4/3/1SPER/UIF</u></b></p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>: R397 116 per annum</p> <p>: Unemployment Insurance Fund, Pretoria</p> <p>: 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 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.</p>
<b><u>DUTIES</u></b>	<p>: 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.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Mr SS Tanana Tel No: (012) 337 1828</p> <p>: email: <a href="mailto:Jobs-UIF19@labour.gov.za">Jobs-UIF19@labour.gov.za</a>, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.</p>
<b><u>FOR ATTENTION NOTE</u></b>	<p>: Sub-directorate: Human Resources Management, UIF</p> <p>: African Females, Coloured Males, Indian Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.</p>
<b><u>POST 26/38</u></b>	<p>: <b><u>SENIOR PRACTITIONER: PUBLICATIONS AND WEB DEVELOPER REF NO: HR4/4/3/1SPPWDR/UIF</u></b></p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>: R397 116 per annum</p> <p>: Unemployment Insurance Fund, Pretoria</p> <p>: Three (3) year tertiary qualification (NQF Level 6) in Graphic design/ Multimedia, Communications, Public relations. Two (2) years' functional</p>

- 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.
- DUTIES** : Design and layout Strategic documents. Compile content for internal communication platforms. Rendering production of UIF publications, audio visual material and photography.
- ENQUIRIES APPLICATIONS** : Mr SV Makhubo Tel No: (012) 337 1933  
: email: [Jobs-UIF22@labour.gov.za](mailto: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
- NOTE** : African Females, Coloured Males, Indian Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.
- POST 26/39** : **POST SENIOR STATE ACCOUNTANT BUDGET REF NO: HR4/4/3/1SSAB/UIF (X2 POSTS)**  
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : 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.
- DUTIES** : Render effective budget process of the Fund. Provide budget governance and compliance. Prepare budget reports. Prepare external/ internal reports.
- ENQUIRIES APPLICATIONS** : Mr Ms T Ramanyimi Tel No: (012) 337 1726  
: email: [Jobs-UIF26@labour.gov.za](mailto: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.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 26/40** : **POST SENIOR PRACTITIONER: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/1SPOSS/UIF (X2 POSTS)**  
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : 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.
- DUTIES** : Provide support in Provincial operational performance. Implement operational policies and procedures. Supervise administration support services. Supervise resources (Human, Financial, Equipment/Assets) in the section.
- ENQUIRIES APPLICATIONS** : Mr AP Ragavaloo Tel No: (012) 337 1726  
: email: [Jobs-UIF27@labour.gov.za](mailto: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

<b><u>POST 26/41</u></b>	:	<b><u>SENIOR PRACTITIONER: RECRUITMENT AND SELECTION (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	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)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	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
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:Jobs-WC1@LABOUR.gov.za">Jobs-WC1@LABOUR.gov.za</a> For Attention: Sub-directorate: Human Resources Management, Western Cape. Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: <a href="mailto:Jobs-EC9@labour.gov.za">Jobs-EC9@labour.gov.za</a> 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: <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a> For Attention: Human Resource Management Limpopo Provincial Office. Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: <a href="mailto:jobs-fs10@LABOUR.gov.za">jobs-fs10@LABOUR.gov.za</a> 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: <a href="mailto:Jobs-NW8@Labour.gov.za">Jobs-NW8@Labour.gov.za</a> 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: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a> For Attention: Human Resource Management Northern Cape Provincial Office.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 26/42</u></b>	:	<b><u>SENIOR PRACTITIONER PERFORMANCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT (HRD) (X9 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum

- CENTRE** : 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)
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : 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
- APPLICATIONS** : 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:Jobs-NCKIM@labour.gov.za) For Attention: Human Resource Management Northern Cape Provincial Office.

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

**POST 26/43** : **SAFETY OFFICER: EMPLOYEE HEALTH AND WELLNESS REF NO: HR 5/1/2/3/67**

**SALARY** : R397 116 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr N Shirinda at 060 971 6373  
**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-CF11@labour.gov.za](mailto:Jobs-CF11@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 26/44** : **SENIOR SYSTEM CONTROLLER: OPERATIONS REF NO: HR 5/1/2/3/68 (X3 POSTS)**

**SALARY** : R397 116 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms CP Bates at 083 472 3238

**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-CF11@labour.gov.za](mailto:Jobs-CF11@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 26/45** : **SENIOR PRACTITIONER: COMPLIANCE & ASSURANCE AUDITS REF NO: HR 5/1/2/3/69**

**SALARY** : R397 116 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr VR Nembudane at 067 424 6687  
**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-CF11@labour.gov.za](mailto:Jobs-CF11@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 26/46** : **SENIOR ADMIN OFFICER: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/70**

**SALARY** : R397 116 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr TA Mukwevho at 064 887 4605  
**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-CF11@labour.gov.za](mailto:Jobs-CF11@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 26/47** : **SENIOR STAKEHOLDER MANAGEMENT OFFICER REF NO: HR 5/1/2/3/71**
- SALARY** : R397 116 per annum
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Mr P Thobakgale Tel No: (012) 319 9259
- 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-CF11@labour.gov.za](mailto:Jobs-CF11@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 26/48** : **SENIOR ADMINISTRATION OFFICER: PES REF NO: HR4/4/7/44**
- SALARY** : R397 116 per annum
- CENTRE** : Mpumalanga Provincial Office
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms LL Shawe Tel No: (013) 655 8700
- APPLICATIONS** : 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](mailto:Jobs-MPU-PES@LABOUR.gov.za)
- POST 26/49** : **OHS INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/7/45**
- SALARY** : R397 116 per annum
- CENTRE** : Labour Centre: Middelburg
- REQUIREMENTS** : 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.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr T Milanzi Tel No: (013) 240 0236/0925/0727
	:	Deputy Director Labour Centre Operations: Private Bag X251833, Middelburg 1050, Emily Hobhouse Building 175 Cowen Nthuli Street, Middelburg. Email: <a href="mailto:Jobs-MDB-OHS@labour.gov.za">Jobs-MDB-OHS@labour.gov.za</a>
<b><u>POST 26/50</u></b>	:	<b><u>TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/54</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Labour Centre: Ulundi (KZN)
	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TJ Nkosi Tel No: (035) 879 8800
	:	Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 Or hand deliver at Unit A Wombe Street, Ulundi. For Online Application: <a href="mailto:Jobs-KZN3@labour.gov.za">Jobs-KZN3@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 26/51</u></b>	:	<b><u>TEAM LEADER (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Labour Centre: Christiana Ref No: HR4/4/07/04 (X1 Post)
	:	Labour Centre: Brits Ref No: HR4/4/07/05 (X1 Post)
	:	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

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.

**DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such 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.

**ENQUIRIES** : Mr. P. Motlhabane (Christiana Labour Centre) Tel No: (053) 441 9700  
Mr. N. Mthembu (Brits Labour Centre) Tel No: (012) 252 3068

**APPLICATIONS** : 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](mailto:Jobs-NW10@LABOUR.gov.za)

**POST 26/52** : **BCEA INSPECTOR REF NO: HR 4/4/07/06**

**SALARY CENTRE REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms M Barkel Tel No: (018) 381 1010

**APPLICATIONS** : 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](mailto:Jobs-NW2@LABOUR.gov.za)

**POST 26/53** : **OHS INSPECTOR (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : 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,

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.

**DUTIES** : 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.

**ENQUIRIES** : Mr P Motlhabane (Christiana Labour Centre Tel No: (053) 441 9700  
Mr T Tegele (Klerksdorp Labour Centre) Tel No: (018) 464 8700

**APPLICATIONS** : 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](mailto:Jobs-NW8@LABOUR.gov.za)

**POST 26/54** : **LEGAL ADMINISTRATION OFFICER (MR4) REF NO: HR4/4/3/2/LAO/UIF (X4 POSTS)**  
(1 Year Contract)

**SALARY CENTRE REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Ms TM Mokoena Tel No: (012) 337 1441  
: Email: [Jobs-UIF17@labour.gov.za](mailto: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.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 26/55** : **INSPECTOR REF NO: HR4/4/5/57**

**SALARY CENTRE REQUIREMENTS** : 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.
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA), Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, Plan and conduct proactive (Blitz) 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.
- ENQUIRIES APPLICATIONS** : 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](mailto:Jobs-KZN27@labour.gov.za)
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 26/56** : **CHIEF SECURITY OFFICER REF NO: HR4/4/5/50**
- SALARY CENTRE REQUIREMENTS** : 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.
- DUTIES** : Monitor access control within designated buildings. Implement Physical Security Plan. Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff.
- ENQUIRIES APPLICATIONS** : 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](mailto:Jobs-KZN17@labour.gov.za)
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
- POST 26/57** : **MEDICAL CASE COORDINATOR: PROFESSIONAL NURSE (GRADE 1-3) REF NO: HR4/4/07/11**  
Re-advertisement applicants who previously applied are encouraged to re-apply
- SALARY** : 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)
- CENTRE REQUIREMENTS** : 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms T. Esiang Tel No: (018) 387 8100
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW1@LABOUR.gov.za">Jobs-NW1@LABOUR.gov.za</a>
<b><u>POST 26/58</u></b>	:	<b><u>MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE, GRADE 1-3 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Labour Centre: Klerksdorp Ref No. HR4/4/07/09 (X1 Post) Provincial Office: Mmabatho Ref No. HR4/4/07/10 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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: <b>Grade 1:</b> 2-9 years' experience gained after registration, <b>Grade 2:</b> 10-19 years' experience gained after registration & <b>Grade 3:</b> 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms T Esiang Tel No: (018) 387 8100 (Mmabatho) Mr T Tegele Tel No: (018) 464 8700 (Klerksdorp)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW1@LABOUR.gov.za">Jobs-NW1@LABOUR.gov.za</a>
<b><u>POST 26/59</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: LMIS&amp;P REF NO: HR 4/4/07/12</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Mmabatho Provincial Office
<b><u>REQUIREMENTS</u></b>	:	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.

**DUTIES** : 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.

**ENQUIRIES** : Ms G Setzin Tel No: (018) 387 8100  
**APPLICATIONS** : 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](mailto:Jobs-NW3@LABOUR.gov.za)

**POST 26/60** : **BCEA INSPECTOR (X4 POSTS)**

**SALARY** : R269 499 per annum  
**CENTRE** : 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)

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : 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)

**APPLICATIONS** : ACTING Deputy Director Labour Centre Operations: Private Bag X9057 Secunda 2302, 4 Waterson Street, Sunset park, Secunda. EMAIL: [Jobs-SCU-INSPT@LABOUR.gov.za](mailto: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](mailto:Jobs-NW7@LABOUR.gov.za)

**POST 26/61** : **CLIENT SERVICE OFFICER: CUSTOMER SERVICES (X84 POSTS)**

**SALARY** : R269 499 per annum  
**CENTRE** : 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 Ugjie 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)

	Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/6/45 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	: 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).
<b><u>DUTIES</u></b>	: Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES</u></b>	: 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 Mtwana 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
<b><u>APPLICATIONS</u></b>	: Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth, 4960. Email: <a href="mailto:Jobs-ECBTW@Labour.gov.za">Jobs-ECBTW@Labour.gov.za</a> Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street, eMaXesibeni, 4735. Email: <a href="mailto:Jobs-ECMTA@Labour.gov.za">Jobs-ECMTA@Labour.gov.za</a> 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: <a href="mailto:Jobs-ECFOB@Labour.gov.za">Jobs-ECFOB@Labour.gov.za</a> Deputy Director: Labour Centre Operations, PO Box 38, Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock, 5880. Email: <a href="mailto:Jobs-ECCRD@Labour.gov.za">Jobs-ECCRD@Labour.gov.za</a> Deputy Director: Labour Centre Operations, PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet, 6280. Email: <a href="mailto:Jobs-ECGRN@Labour.gov.za">Jobs-ECGRN@Labour.gov.za</a> Deputy Director: Labour Centre Operations, IG Building Ensuc House NR Hill and Church Streets, East London, 5201. Email: <a href="mailto:Jobs-ECELN@Labour.gov.za">Jobs-ECELN@Labour.gov.za</a> Deputy Director: Labour Centre Operations, 15A Chase Street, Kariega, 6230. Email <a href="mailto:Jobs-ECUHG@Labour.gov.za">Jobs-ECUHG@Labour.gov.za</a> Deputy Director: Labour Centre Operations, Mzaule Street NU1 Mdantsane, 5219. Email: <a href="mailto:Jobs-ECMDS@Labour.gov.za">Jobs-ECMDS@Labour.gov.za</a> Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets, Umthatha. Email <a href="mailto:Jobs-ECUTT@Labour.gov.za">Jobs-ECUTT@Labour.gov.za</a> Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani, 5320. Email: <a href="mailto:Jobs-ECQTN@Labour.gov.za">Jobs-ECQTN@Labour.gov.za</a> Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: <a href="mailto:Jobs-ECGTN@Labour.gov.za">Jobs-ECGTN@Labour.gov.za</a> Deputy Director: Labour Centre Operations, Private Bag X1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: <a href="mailto:Jobs-ECLSS@Labour.gov.za">Jobs-ECLSS@Labour.gov.za</a> Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: <a href="mailto:Jobs-ECMCR@Labour.gov.za">Jobs-ECMCR@Labour.gov.za</a>

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](mailto: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](mailto:Jobs-ECKWT@Labour.gov.za)  
For Attention: Deputy Director: Labour Centre Operations

**POST 26/62** : **UIF CLAIMS OFFICER: PAYMASTER REF NO HR4/4/7/51 (X68 POSTS)**

**SALARY CENTRE**

: 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: Mdujiana 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)

**REQUIREMENTS**

: 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).

**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. Email: [Jobs-MPU-PAYM@LABOUR.gov.za](mailto:Jobs-MPU-PAYM@LABOUR.gov.za)

**FOR ATTENTION**

: Sub-directorate: Human Resources Management, Mpumalanga.

<b><u>POST 26/63</u></b>	:	<b><u>UI CLAIMS OFFICER: ASSESSMENT REF NO: HR4/4/7/52 (X72 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	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: Mdutjana 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)
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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 <a href="mailto:Jobs-MPU-ASSESS@LABOUR.gov.za">Jobs-MPU-ASSESS@LABOUR.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Mpumalanga
<b><u>POST 26/64</u></b>	:	<b><u>UIF CLAIMS OFFICER: EMPLOYER SERVICES REF NO: HR4/4/7/53 (X80 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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: Mdutjana 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)

**REQUIREMENTS** : 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).

**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 to [Jobs-MPU-EMPLOYER-SERV@LABOUR.gov.za](mailto:Jobs-MPU-EMPLOYER-SERV@LABOUR.gov.za)  
 Sub-directorate: Human Resources Management, Mpumalanga.

**FOR ATTENTION** :

**POST 26/65** : **UIF CLIENT SERVICE OFFICER REF NO: HR4/4/7/54 (X120 POSTS)**

**SALARY** : 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: Mdutjana 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](mailto: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: Mdutjana 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)

- REQUIREMENTS** : 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).
- DUTIES** : Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
- ENQUIRIES APPLICATIONS** : 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](mailto:Jobs-MPU-QUALITY@LABOUR.gov.za)
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Mpumalanga.
- POST 26/67** : **CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES (IES) REF NO: HR/4/4/7/56 (X8 POSTS)**
- SALARY** : 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)
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : 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](mailto:Jobs-MPU-CSO-IES@LABOUR.gov.za)
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Mpumalanga.

<b><u>POST 26/68</u></b>	:	<b><u>CLIENT SERVICE OFFICER: (PES) REF NO: HR/4/4/7/57 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms LL Shawe Tel No: (013) 655 8700
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: <a href="mailto:Jobs-MPU-CSO-PES@LABOUR.gov.za">Jobs-MPU-CSO-PES@LABOUR.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Mpumalanga.
<b><u>POST 26/69</u></b>	:	<b><u>CLIENT SERVICE OFFICER: PES (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	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)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	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)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW6@LABOUR.gov.za">Jobs-NW6@LABOUR.gov.za</a>
<b><u>POST 26/70</u></b>	:	<b><u>CLIENT SERVICE OFFICER: UIF (X99 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	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)
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	Provide screening services, Process applications for UIF benefits, Register payment continuation forms, Provide administrative functions.
<b><u>ENQUIRIES</u></b>	:	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)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW6@LABOUR.gov.za">Jobs-NW6@LABOUR.gov.za</a>
<b><u>POST 26/71</u></b>	:	<b><u>INSPECTOR (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	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)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms M Lelope Tel No: (016) 976 2270 (FS) Mr B Zondi Tel No: (032) 5415602 (KZN)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: <a href="mailto:jobs-fs11@labour.gov.za">jobs-fs11@labour.gov.za</a> 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: <a href="mailto:Jobs-KZN30@labour.gov.za">Jobs-KZN30@labour.gov.za</a> For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 26/72</u></b>	:	<b><u>REGISTRY CLERK REF NO: HR 5/1/2/3/72</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.

**ENQUIRIES APPLICATIONS** : Ms D Mahlaule at 082 679 7673  
: 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](mailto:Jobs-CF12@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 26/73** : **ACCOUNTING CLERK REF NO: HR4/4/07/27**

**SALARY CENTRE REQUIREMENTS** : R228 321 per annum  
: Provincial Office: Mmabatho  
: 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Ms A Modikoe 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-NW4@LABOUR.gov.za](mailto:Jobs-NW4@LABOUR.gov.za)

**POST 26/74** : **ADMINISTRATIVE CLERK: EMPLOYMENT SERVICES REF NO: HR4/4/07/28**

**SALARY CENTRE REQUIREMENTS** : R228 321 per annum  
: Provincial Office: Mmabatho  
: Grade 12; no experience required. Knowledge: Office Administration, Computer Literacy, Secretariat. Skills: Telephone etiquette, Communication skills (Written and Verbal), Interpersonal Relations, Administration, Computer.

**DUTIES** : Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration support services. Render secretariat support.

**ENQUIRIES APPLICATIONS** : Ms A Mbale 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-NW4@LABOUR.gov.za](mailto: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.*

- APPLICATIONS** : 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](mailto:recruitment@health.gov.za) quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 11 August 2025
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African 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**

- POST 26/75** : **DIRECTOR: EMPLOYMENT EQUITY AND GENDER REF NO: NDOH 73/2025**  
Directorate: Employment Equity and Gender
- SALARY** : 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : 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](http://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](http://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](http://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.***

<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>NOTE</u></b>	:	<p>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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 &amp; 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: <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme</a>. 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.</p>

## MANAGEMENT ECHELON

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

**SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive package)  
: National Office: Pretoria  
: 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 APPLICATIONS** : Mr. P Setshedi Tel No: (012) 399 0030  
: 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](mailto: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 CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive package)  
: National Office: Pretoria  
: 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 Nadoo 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](mailto: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](mailto: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](http://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

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms. RR Moabelo Tel No: (011) 332 9000  
**APPLICATIONS** : 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>

**POST 26/81** : **DEPUTY DIRECTOR: AREA COURT MANAGER (X2 POSTS)**

**SALARY** : R896 702 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Alfred Nzo District: Mount Frere Ref No: 80/25EC (X1 Post)  
OR Tambo District: Mthatha Ref No: 81/25EC (X1 Post)

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr. A Jilana Tel No: (043) 702 7000 / 7010  
**APPLICATIONS** : 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>

**POST 26/82** : **DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 25/VA27/NW**

**SALARY** : R896 436– R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Provincial Office: North West

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106  
**APPLICATIONS** : 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>

**POST 26/83** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) (X5 POSTS)**

**SALARY** : 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

**CENTRE** : 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)

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Eastern Cape: Mrs. L de Kock Tel No: (043) 702 7000 / 7130  
**APPLICATIONS** : 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>

**NOTE** : 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

**POST 26/84** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 24/25/NC/S.A-KIM (X3 POSTS)**

**SALARY** : 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.

**CENTRE** : State Attorney, Northern Cape: Kimberley

**REQUIREMENTS** : 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.

**DUTIES** : 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.
- ENQUIRIES** : Ms N. Gcilitshana Tel No: (053) 8077800
- APPLICATIONS** : 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>
- POST 26/85** : **COURT MANAGER (X6 POSTS)**
- SALARY** : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : 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)
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : 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
- 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>  
**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>
- NOTE** : Separate application must be made quoting the relevant reference number

<b><u>POST 26/86</u></b>	:	<b><u>ASSISTANT STATE ATTORNEY, (LP3-LP4) (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R377 523 – R1 032 906 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	State Attorney: Mthatha Ref No 87/25EC (X1 Post) State Attorney: Port Elizabeth Ref No 88/25EC (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate Courts, Labour Courts, Land Claims Courts and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
<b><u>ENQUIRIES</u></b>	:	Mrs. L De Kock Tel No: (043) 702 7000 / 7130
<b><u>APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record Separate application must be made quoting the relevant reference number
<b><u>POST 26/87</u></b>	:	<b><u>ADMINISTRATION OFFICER (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate 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)
<b><u>REQUIREMENTS</u></b>	:	Three-year National Diploma / Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and competencies: People Management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
<b><u>ENQUIRIES</u></b>	:	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
<b><u>APPLICATIONS</u></b>	:	<b>Eastern Cape:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>North West:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Gauteng:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number
<b><u>POST 26/88</u></b>	:	<b><u>IT AUDITOR REF NO: 25/72/DG (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide input in audit planning process; Execute audit engagements; Provide administrative support.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. R. Chauke Tel No: (012) 315 1329 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 26/89</u></b>	:	<b><u>FORENSIC AUDITOR: FORENSIC AUDITS REF NO: 25/74/DG (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Investigate allegations/irregularities falling within the Department's mandate; Report finalized investigations and resolutions to management; Render operational administrative support.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R Chauke Tel No: (012) 315 1329 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 26/90</u></b>	:	<b><u>INTERNAL AUDITOR: GENERAL ASSURANCE (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office: Kimberley Ref No: 25/75/DG (X1 Post) National Prosecuting Authority: Silverton (Cluster: 4) Ref No: 25/77/DG (X1 Post) 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.
- DUTIES** : Key Performance Areas: Provide input in the audit planning process; Execute audit engagements; Provide administrative support.
- ENQUIRIES** : Mr R Chauke Tel No: (012) 315 1329
- APPLICATIONS** : 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>
- NOTE** : People with disabilities are encouraged to apply.
- POST 26/91** : **CHIEF ADMINISTRATION CLERK (X10 POSTS)**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : 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)
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : 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
- 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>  
**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>
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 26/92** : **SENIOR COURT INTERPRETER (X7 POSTS)**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : 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)

<b><u>REQUIREMENTS</u></b>	: 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
<b><u>APPLICATIONS</u></b>	: <b>Eastern Cape:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>North West:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	: Separate application must be made quoting the relevant reference number
<b><u>POST 26/93</u></b>	: <b><u>MAINTENANCE INVESTIGATORS: (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	: R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: 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)
<b><u>REQUIREMENTS</u></b>	: A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act; A valid driver's license. Skills and Competences: Computer literacy (MS Office); Numeracy skills; Communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.
<b><u>DUTIES</u></b>	: Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
<b><u>ENQUIRIES</u></b>	: 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
<b><u>APPLICATIONS</u></b>	: <b>Eastern Cape:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Western Cape:</b> 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: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>North West:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at

22 Molopo Road, Ayob Gardens, Mahikeng OR  
<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>

**NOTE** : Separate application must be made quoting the relevant reference number

**POST 26/94** : **COURT INTERPRETERS (X13 POSTS)**

**SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement).

**CENTRE** : 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)

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : 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

**APPLICATIONS** : **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>

**NOTE** : 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”.

**FOR ATTENTION** : Ms P Paraffin

**POST 26/95** : **ADMINISTRATION CLERK (X68 POSTS)**

**SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : 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

- POST 26/96** : **FAMILY LAW ASSISTANT REF NO: 2025/56/GP**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : 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>
- POST 26/97** : **AUDIO-VISUAL COORDINATOR: IT SYSTEMS SUPPORT REF NO: 25/80/IDS**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : 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>
- POST 26/98** : **CHIEF ADMINISTRATION CLERK (CALL CENTRE SUPERVISOR) REF NO: 25/79/IDS**
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : 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>

**POST 26/99** : **REGISTRY CLERK (X2 POSTS)**

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

**CENTRE** : State Attorney Pretoria Ref No: 2025/52/GP (X1 Post)  
Magistrate Office: Kempton Park Ref No: 2025/53/GP (X1 Post)

**REQUIREMENTS** : A grade 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : 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>

**POST 26/100** : **ADMINISTRATION CLERK (CALL CENTRE AGENT) REF NO: 25/78/IDS (X4 POSTS)**

**SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : 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>

**POST 26/101** : **TELECOM OPERATOR REF NO: 33/2025/WC**

**SALARY** : R193 359 – R227 66 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Provincial Office, Western Cape  
: 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms W Nguyuza Tel No: (021) 462 5471  
: 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>
- FOR ATTENTION NOTE** : Ms P Paraffin  
: Persons with disabilities are encouraged to apply.
- POST 26/102** : **SECURITY OFFICER (X2 POSTS)**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Kuilsriver Ref No: 31/2025/WC (X1 Post)  
: Magistrate Office: Vredendal Ref No: 32/2025/WC (X1 Post)
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr A Knowles Tel No: (021) 462 5471  
: 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>
- FOR ATTENTION NOTE** : Ms P Paraffin  
: Shortlisted candidates will be subjected to a personnel vetting process.”
- POST 26/103** : **CLEANER REF NO: 2025/59/GP**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, Garankuwa
- REQUIREMENTS** : 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.
- DUTIES** : Key Performance Areas: Provide cleaning service; Keep and maintain cleaning materials and equipment.
- ENQUIRIES APPLICATIONS** : Ms T Maphoto Tel No: (011) 332 9000  
: 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>
- POST 26/104** : **MESSENGER (X5 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : 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)
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms T Maphoto Tel No: (011) 332 9000  
: 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>
- POST 26/105** : **GENERAL WORKER REF NO: 2025/58/GP**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney Pretoria  
: 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : 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>

**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](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please note that the NPA is not in a position to pay resettlement costs. 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**

**POST 26/106** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)**  
**REF NO: RECRUIT 2025/390**  
Asset Forfeiture Unit

**SALARY** : R1 563 183 per annum (Level 14), (Total cost package)  
**CENTRE** : Limpopo (Polokwane)  
**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. 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.

**DUTIES** : 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.

**ENQUIRIES** : Lindie Swanepoel Tel No: (012) 845 6638  
**APPLICATIONS** : e mail: [Recruit2025390@npa.gov.za](mailto:Recruit2025390@npa.gov.za)

**POST 26/107** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**  
Asset Forfeiture Unit

**SALARY** : R1 563 183 per annum (Level 14), (Total cost package)  
**CENTRE** : Pretoria Ref No: Recruit 2025/391  
Johannesburg Ref No: Recruit 2025/392  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Lindie Swanepoel Tel No: (012) 845 6638  
**APPLICATIONS** : Pretoria e mail: [Recruit2025391@npa.gov.za](mailto:Recruit2025391@npa.gov.za)  
Johannesburg e mail: [Recruit2025@392npa.gov.za](mailto:Recruit2025@392npa.gov.za)

**POST 26/108** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**  
Specialised Commercial Crime Unit

**SALARY** : R1 563 183 per annum (Level 14), (Total cost package)  
**CENTRE** : Mthatha Ref No: Recruit 2025/393  
Pretoria Ref No: Recruit 2025/394 (X2 Posts)  
**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. 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](mailto:Recruit2025393@npa.gov.za)  
Pretoria e mail: [Recruit2025394@npa.gov.za](mailto:Recruit2025394@npa.gov.za)

**POST 26/109** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**  
Sexual Offences and Community Affairs

**SALARY** : R1 563 183 per annum (Level 14), (Total cost package)  
**CENTRE** : 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](mailto:Recruit2025395@npa.gov.za)  
: Durban e mail: [Recruit2025396@npa.gov.za](mailto: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](mailto:Recruit2025397@npa.gov.za)  
: DPP: Pretoria e mail: [Recruit2025398@npa.gov.za](mailto:Recruit2025398@npa.gov.za)  
: DPP: Mpumalanga e mail: [Recruit2025399@npa.gov.za](mailto:Recruit2025399@npa.gov.za)

**POST 26/111** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/400**  
National Prosecutions Services

**SALARY** : R1 563 183 per annum (Level 14), (Total cost package)  
**CENTRE** : DPP: Pretoria (Tax Unit)  
**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. 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.

**DUTIES** : 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.

**ENQUIRIES** : Godfrey Ramakuela Tel No: (012) 351 6808  
**APPLICATIONS** : e mail: [Recruit2025400@npa.gov.za](mailto:Recruit2025400@npa.gov.za)

**POST 26/112** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/401**  
Office for Ethics and Accountability

**SALARY** : R1 563 183 per annum (Level 14), (Total cost package)  
**CENTRE** : Pretoria: Head Office  
**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. 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,

		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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Karen Van Rensburg Tel No: (012) 845 6871
	:	e mail: <a href="mailto:Recruit2025401@npa.gov.za">Recruit2025401@npa.gov.za</a>
<b><u>POST 26/113</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/402</u></b> Investigating Directorate Against Corruption
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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](mailto: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.

**ENQUIRIES APPLICATIONS** : Gija Maswanganyi Tel No: (012) 845 6944  
e mail: [Recruit2025416@npa.gov.za](mailto:Recruit2025416@npa.gov.za)

**POST 26/115** : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/417**  
National Prosecutions Service

**SALARY CENTRE REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Motshabi Malabi Tel No: (012) 351 6864  
: e mail [Recruit2025417@npa.gov.za](mailto:Recruit2025417@npa.gov.za)

**POST 26/116** : **SENIOR PROTECTOR REF NO: RECRUIT 2025/403**  
Office of Witness Protection

**SALARY CENTRE REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : CH Loots Tel No: (041) 045 0402  
**APPLICATIONS** : e mail: [Recruit2025403@npa.gov.za](mailto:Recruit2025403@npa.gov.za)

**POST 26/117** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2025/404**  
 National Prosecutions Service

**SALARY** : R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)

**CENTRE** : CPP: Port Elizabeth (Makhanda)  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Andiswa Tengile Tel No: (012) 842 1450  
**APPLICATIONS** : e-mail: [Recruit2025404@npa.gov.za](mailto:Recruit2025404@npa.gov.za)

**POST 26/118** : **PROTECTOR**  
 Office of Witness Protection

**SALARY** : R582 444 per annum (Level 10), (excluding benefits)

**CENTRE** : 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)

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : 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

**APPLICATIONS** : Johannesburg e mail: [Recruit2025406@npa.gov.za](mailto:Recruit2025406@npa.gov.za)  
Mpumalanga (Witbank) e mail: [Recruit2025407@npa.gov.za](mailto:Recruit2025407@npa.gov.za)  
Free State (Bloemfontein) e mail: [Recruit2025408@npa.gov.za](mailto:Recruit2025408@npa.gov.za)  
Eastern Cape (Gqeberha) e mail: [Recruit2025405@npa.gov.za](mailto:Recruit2025405@npa.gov.za)

**POST 26/119** : **ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/409**  
Office of Witness Protection

**SALARY** : R468 459 per annum (Level 09), (excluding benefits)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : S Davids Tel No: (012) 845 6616  
**APPLICATIONS** : e mail: [Recruit2025409@npa.gov.za](mailto:Recruit2025409@npa.gov.za)

**POST 26/120** : **ASSISTANT DIRECTOR: ASSET, FLEET AND FACILITY REF NO: RECRUIT 2025/410**  
Office of Witness Protection

**SALARY** : R468 459 per annum (Level 09), (excluding benefits)  
**CENTRE** : Free State (Bloemfontein)

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : C Immelman Tel No: (051) 410 6162  
**APPLICATIONS** : e mail: [Recruit2025410@npa.gov.za](mailto:Recruit2025410@npa.gov.za)

**POST 26/121** : **ADMINISTRATION OFFICER REF NO: RECRUIT 2025/411**  
Office for Witness Protection

**SALARY** : R325 101 per annum (Level 07), (excluding benefits)  
**CENTRE** : Eastern Cape (Gqeberha)  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : CH Loots Tel No: (041) 045 0402  
**APPLICATIONS** : e mail: [Recruit2025411@npa.gov.za](mailto:Recruit2025411@npa.gov.za)

**POST 26/122** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/412**  
National Prosecuting Services

**SALARY** : R325 101 per annum (Level 07), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr Gija Maswanganyi Tel No: (012) 845 6944  
**APPLICATIONS** : e mail: [Recruit2025412@npa.gov.za](mailto:Recruit2025412@npa.gov.za)

- POST 26/123** : **PERSONAL ASSISTANT REF NO: RECRUIT 2025/413**  
Strategy, Operations and Compliance: Financial Management
- SALARY** : R325 101 per annum (Level 07), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Morongwa Moreana Tel No: (012) 845 6107  
**APPLICATIONS** : e mail [Recruit2025413@npa.gov.za](mailto:Recruit2025413@npa.gov.za)
- POST 26/124** : **PERSONAL ASSISTANT REF NO: RECRUIT 2025/414**  
Strategy, Operations and Compliance
- SALARY** : R325 101 per annum (Level 07), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Morongwa Moreana Tel No: (012) 845 6107  
**APPLICATIONS** : e mail: [Recruit2025414@npa.gov.za](mailto:Recruit2025414@npa.gov.za)
- POST 26/125** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/415**  
Investigating Directorate Against Corruption
- SALARY** : R228 321 per annum (Level 05), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : 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](mailto: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](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and 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**

- POST 26/126** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2025/190/OCJ**
- SALARY** : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: Eastern Cape  
 : 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.
- DUTIES** : 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.

**ENQUIRIES** : Technical / HR Enquiries: Mr S Mponzo Tel No: (043) 726 5217  
**APPLICATIONS** : Applications can be sent via email at [2025/190/OCJ@judiciary.org.za](mailto:2025/190/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals

**POST 26/127** : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: 2025/191/OCJ**

**SALARY** : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Midrand  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658  
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533  
**APPLICATIONS** : Applications can be sent via email at [2025/191/OCJ@judiciary.org.za](mailto:2025/191/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 26/128** : **PRINCIPAL LIBRARIAN REF NO: 2025/192/OCJ**

**SALARY** : R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Western Cape Division of The High Court: Cape Town  
**REQUIREMENTS** : 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](http://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 CENTRE REQUIREMENTS** : R896 436 per annum (Level 11)  
: Pretoria  
: 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

<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications via the online link <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a> 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

<b><u>POST 26/134</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 080825/01</u></b> Branch: Water & Sanitation Services Management Cd: Provincial Operations: Gauteng Dir: Corporate Services Support (Human Resource Administration)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.

**ENQUIRIES** : Mr Daniel Masoga Tel No: (012) 392 1477  
**APPLICATIONS** : All applications to be submitted online on the following [link: https://erecruitment.dws.gov.za/](https://erecruitment.dws.gov.za/)

**POST 26/135** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C (MECHANICAL) REF NO: 080825/02**  
 Branch: Infrastructure Management Southern Operations  
 Dir Operations Southern

**SALARY** : R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)

**CENTRE** : Western Cape  
**REQUIREMENTS** : 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.

**DUTIES** : 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** : Ms. S Moodley Tel No: (021) 941 6019  
**APPLICATIONS** : All applications to be submitted online on the following [link: https://erecruitment.dws.gov.za/](https://erecruitment.dws.gov.za/)

**POST 26/136** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL MAINTENANCE) REF NO: 010825/03**  
 Branch: Infrastructure Management Southern Operations  
 Dir Operations Southern

**SALARY** : R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)

**CENTRE** : Western Cape  
**REQUIREMENTS** : 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.

**DUTIES** : 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/>

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF TREASURY**

*The Free State Provincial Government is an equal opportunity affirmative action employer and to this end has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets correlating to the posts.*

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows:  
The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300. Attention: Ms. P Shabe, Fidel Castro Building, Tel No: (051) 403 3092 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za)
- FOR ATTENTION** : Ms. P Shabe Tel No: (051) 403 3092
- CLOSING DATE** : 08 August 2025
- NOTE** : Directions to applicants Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <https://www.thensg.gov.za>. Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

**MANAGEMENT ECHELON**

- POST 26/137** : **DIRECTOR: ECONOMIC ANALYSIS REF NO: FSPT 017/25**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A bachelor's degree or Advanced Diploma (NQF level 7 or higher) in Economics. A postgraduate qualification in Economics will be an added advantage. Five (5) years of experience at a middle/senior managerial level. A minimum of six (6) years relevant experience in economic research. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act and Regulations, Social Accounting Matrix (SAMs), Computable General

Equilibrium (CGE) modelling, E-views, Stata, Statistical Package for the Social Science (SPSS), General Equilibrium Modelling Package (GAMS/GEMPACK). Must possess the following skills: Problem solving-, innovative-, good interpersonal-, strategic capability & leadership-, and analytical skills. Computer literate. Valid driver's license.

**DUTIES** : Periodic analysis and update of provincial socio-economic indicators. Coordinate and produce Provincial publications such as the Provincial Economic Review and Outlook (PERO), Provincial Medium Term Budget Policy Statement (MTBPS), Quarterly Labour Market Review (QLMR) and Municipal Economic Review and Outlook (MERO). Conduct, publish and disseminate research in lieu of policy development, planning, and the fiscal framework of the province. Provide technical and strategic support in economic policy research, analysis, and development. Maintain and expand existing databases and information sources on the provincial economy and related social issues. Manage the resources of the Directorate.

**ENQUIRIES** : Mr. P. E Lebone at 082 803 4075 (Office hours only)  
**NOTE** : Employment Equity targets: African males and/or African females.

#### **OTHER POST**

**POST 26/138** : **PERSONAL ASSISTANT REF NO: FSPT 018/25**

**SALARY** : R325 101 per annum (Level 07), (A basic salary)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A Secretarial diploma or equivalent qualification (NQF level 6) with a minimum of three (3) years relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate in MS Word, Excel and Power Point.

**DUTIES** : Provide a secretarial/receptionist support service to the Chief Director. Render an administrative support service to the Chief Director. Provide support to the Chief Director during meetings. Support the Chief Director with the administration of the Chief Director's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure efficient and effective support to the Chief Director.

**ENQUIRIES** : Mr. PE Lebone at 082 803 4075 (Office hours only)  
**NOTE** : Employment Equity targets: African males and/or African females

**PROVINCIAL ADMINISTRATION: GAUTENG  
PROVINCIAL TREASURY**

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*



- APPLICATIONS** : Applications should be submitted online at: <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached
- CLOSING DATE** : 11 August 2025 @00:00 midnight
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Pre-entry SMS certificate is compulsory for appointment. The course can be accessed by clicking on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za) Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the job and the other Integrity (ethical) Conduct Assessment). Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021.

**MANAGEMENT ECHELON**

- POST 26/139** : **DEPUTY DIRECTOR-GENERAL: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: REFS/023024**  
Directorate: Provincial Supply Chain Management
- SALARY** : R1 813 182 per annum, (all-inclusive package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Johannesburg
- : A qualification at NQF Level 8 as recognized by SAQA in Supply Chain Management/Economics/Finance. 8 years' experience at a Senior Managerial level in Supply Chain Management or related field. The successful candidate will have strong leadership skills, will be a team player at the executive level, will have the ability to 'sell' supply chain management's value. Will have in-depth knowledge of sourcing and procurement principles and best practices, strong negotiation skills, experience and knowledge of legislative and regulatory requirements. Experience, knowledge and understanding of standard contractual terms and conditions to mitigate legal risk. He/she must

		have a strategic mindset and problem-solving skills with an ability to apply varying approaches to a dynamic set of stakeholders. The position will perform advisory and oversight role over provincial government departments, municipalities and entities.
<b><u>DUTIES</u></b>	:	Perform an advisory and oversight role over provincial government departments, municipalities and entities. Assist in the implementation of the Strategic Plan of the Department and enable the turnaround of the province as expressed in the 10 pillars. Manage and maintain the regulatory environment relevant to government procurement practices. Effectively manage transversal contracts so that cost savings and socioeconomic objectives are achieved. Oversee and monitor procurement practices to ensure compliance with the regulatory framework. Provide advisory services and implement initiatives that will improve the capability of government procurement practitioners. Research, develop and implement strategic procurement practices so that cost savings and socioeconomic objectives are achieved.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr. Tebogo Thobejane – <a href="mailto:tebogo.thobejane@gauteng.gov.za">tebogo.thobejane@gauteng.gov.za</a> /060 387 4862
	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level.
<b><u>POST 26/140</u></b>	:	<b><u>CHIEF DIRECTOR: LOCAL GOVERNMENT FINANCIAL SERVICES REF NO: REFS/023025</u></b> Directorate: Municipal Finance Management
<b><u>SALARY</u></b>	:	R1 494 900 per annum, (all-inclusive package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	An undergraduate qualification (NQF Level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Economics/ Cost Management or Accounting. 5 years of working experience at senior managerial level in local government in municipalities, municipal entities and or Provincial Treasuries MFMA Units. 5 years of experience in Financial Management/ Accounting/ Auditing/Internal Auditing/ Economics/ Cost Management or Accounting.
<b><u>DUTIES</u></b>	:	Ensure strategic management of the chief directorate. Provide Strategic oversight and support over financial assets and liabilities practices in municipalities and municipal entities in line with the Municipal Finance Management Act (MFMA) and the relevant MFMA Regulations. Ensure Strategic oversight and support over municipal budgets and related processes in line with the Municipal Finance Management Act (MFMA) and the relevant MFMA Regulations to ensure optimal financial resource allocation at all levels of government and alignment of budgeting and integrated planning processes. Provide Strategic monitoring and support over municipal revenue practices and processes in municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act, the MFMA Regulations and other related Legislations. Provide relevant strategic support to municipalities pertaining to financial management practises. Ensure effective and strategic intergovernmental relations (internally and externally).
<b><u>ENQUIRIES NOTE</u></b>	:	Mr. Tebogo Thobejane – <a href="mailto:tebogo.thobejane@gauteng.gov.za">tebogo.thobejane@gauteng.gov.za</a> /060 387 4862
	:	The position is earmarked to address employment equity in terms of female appointments at Senior Management level.
<b><u>POST 26/141</u></b>	:	<b><u>DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE REF NO: REFS/023026</u></b> Directorate: Sustainable Fiscal Resource Management
<b><u>SALARY</u></b>	:	R1 266 714 per annum, (all-inclusive package). The package includes a basic salary 70% of package and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	An undergraduate qualification (NQF Level 7 as recognised by SAQA) in Built Environment or Finance or Commerce or Economics or Public Administration. 5 years' experience at a Middle/ Senior Management level.
<b><u>DUTIES</u></b>	:	Promote and contribute to infrastructure funding frameworks and long-term infrastructure planning in the province. Assess relevant provincial infrastructure plans and budgets and provide expert infrastructure inputs and guidance. Provide expert infrastructure inputs at relevant forums pertaining to Provincial Departments and Provincial Public Entities. Promote, monitor and enforce the

transparent, economic, effective and efficient management in respect of infrastructure expenditure of Provincial Departments and Provincial Public Entities. Institutionalise the monitoring system for financial and performance indicators related to infrastructure. Promote, monitor and enforce the optimal utilisation and maintenance of infrastructure by the Provincial Custodians and Users. People Management.

- ENQUIRIES** : Mr. Tebogo Thobejane – [tebogo.thobejane@gauteng.gov.za](mailto:tebogo.thobejane@gauteng.gov.za) /060 387 4862
- POST 26/142** : **DIRECTOR: MUNICIPAL ACCOUNTING AND FINANCIAL REPORTING**  
**REF NO: REFS/023027**  
Directorate: Municipal Accounting, Reporting and Asset Management
- SALARY** : R1 266 714 per annum, (all-inclusive package). The package includes a basic salary 70% of package and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Johannesburg
- REQUIREMENTS** : NQF level 7 in Financial Management / Accounting / Auditing / Internal Auditing / Cost Management / Cost Accounting. 5 years' experience in Middle/ Senior Management level in Financial Management/Accounting/Auditing/Internal Auditing/Cost/ Management/Cost Accounting.
- DUTIES** : Manage and provide strategic leadership to the directorate. Provide leadership with manage the monitoring of the implementation of the accounting standards (GRAP and others) to ensure quality of the annual financial statements of municipalities. Lead and manage the provision of accounting services and support to municipalities and municipal entities. Lead and manage the monitoring of Internal Audit Activities and Audit Committees within the municipalities. Provide support and capacity building to municipality Internal Audit Activities and Audit Committee. Effective participation in intergovernmental relations structures (internally and externally).
- ENQUIRIES** : Mr. Tebogo Thobejane – [tebogo.thobejane@gauteng.gov.za](mailto:tebogo.thobejane@gauteng.gov.za) /060 387 4862
- NOTE** : The position is earmarked to address employment equity in terms of female appointments at Senior Management level.

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

***It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.***

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided Email application to: [recruitmentdedt2@mpg.gov.za](mailto:recruitmentdedt2@mpg.gov.za)
- CLOSING DATE** : 08 August 2025 @ 16h00
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevent re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. SMS Posts: 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, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be

limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

#### MANAGEMENT ACHELON

- POST 26/143** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DEDT 2025/26/09**  
Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply
- SALARY** : R1 494 900 per annum (Level 14), all-inclusive salary package  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognised NQF level 7 qualification in Human Resource Management/Public Management/Legal Services/Communication or equivalent qualification with a minimum of 5 years relevant work experience at Senior Management Services. Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational health and Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, Public Service Collective Bargaining Council Resolutions. The successful candidate must be able to display the following competencies at advanced levels: strong analytical capabilities. Report writing, advanced computer skills and valid driver's license. The candidate must display the following competencies at advanced levels: strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication. Competencies The preferable candidate must display these competencies at advanced competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.
- DUTIES** : Ensure the provisioning of optimum human resources management and Development services to the department. Ensure the provisioning of effective and efficient information technology management (ICT) services. Ensure the provision of effective legal services. Ensure optimum utilization of resources and provide strategic management services to the department. Ensure the implementation of Service Delivery Improvement Plan. Monitor Communication Services. Provide financial and human resource management (personnel) leadership. Manage all governance related matters of the Chief Directorate.
- ENQUIRIES** : Mr SJ Xaba Tel No: (013) 766 4164

#### DEPARTMENT OF HEALTH

***The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.***

- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)  
**CLOSING DATE** : 08 August 2025  
**NOTE** : NB: Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax

applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

### **MANAGEMENT ECHELON**

- POST 26/144** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/JULY/25/200**  
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive remuneration package)  
: Provincial Office, Mbombela (Nelspruit)  
: An undergraduate qualification (NQF Level 7) as recognized by SAQA, in Finance / Supply Chain / Logistic Management. At least five (5) years relevant experience at middle / senior managerial level. Nyukela Public Service SMS Pre-entry Programme Certificate. Valid driver's licence. Knowledge of procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.
- DUTIES** : Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write-offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity-building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

## OTHER POSTS

**POST 26/145** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: EMERGENCY MEDICINE**  
**REF NO: MPDOH/JUL/25/202 (X2 POSTS)**

**SALARY** : R2 084 754 - R2 212 680 per annum  
**CENTRE** : Rob Ferreira Hospital (X1 Post)  
Themba Hospital (X1 Post) (Ehlanzeni District)

**REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine (2025). Valid driver's licence. A valid work permit will be required from non-South Africans. Grade 1: A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Emergency Medicine. Experience in academia and research publication will be an added advantage. Knowledge of relevant legislation, policies and Clinical Governance, training of junior medical staff is essential.

**DUTIES** : Clinical: Overall in-charge of Emergency Medicine department. Co-ordinate and supervise clinical care and treatment of patients in Emergency Medicine department. Participation in commuted overtime. Participation in Emergency Medicine teaching of junior clinical staff. Administrate and coordinate all Emergency Medicine activities. Management of 24-hour ophthalmology services. Assist with clinical governance and quality assurance according to National Core Standards for Emergency Medicine including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Emergency Medicine department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Emergency Medicine Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Emergency Medicine department. Training and supervision of Medical Officers and Medical Interns and Medical Students. Establish and expand outreach to referring hospitals.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/146** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO:**  
**MPDOH/JULY/25/203**  
(Re-advertisement)

**SALARY** : R896 436 per annum, (all-inclusive remuneration package)  
**CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Public Administration or Public Management as recognized by SAQA. At least a minimum of 3 - 5 years' experience of which three (3) years must be at supervisory level (ASD). Experience in health and hospital environment will be an added advantage. Knowledge of Human Resources, Administrative support services, sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994,

		Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.
<b><u>DUTIES</u></b>	:	Overall management of hospital administration includes facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the district / hospital. Exercise and regulation, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 26/147</u></b>	:	<b><u>PHARMACIST GRADE 1 REF NO: MPDOH/JULY/25/205 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R848 862 – R900 948 per annum
<b><u>CENTRE</u></b>	:	Rob Ferreira Hospital and Tintswalo Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2025). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<b><u>DUTIES</u></b>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 26/148</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JULY/25/213 (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R476 367 – R559 548 per annum
<b><u>CENTRE</u></b>	:	Ehlanzeni District: Mjejane Clinic (X1 Post) Boschfontein Clinic (X1 Post) Agincourt Mobiles (X2 Posts) Maviljan Clinic (X1 Post) Islington Clinic (X1 Post) Gottenburg Clinic (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma /

		Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 26/149</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JULY/25/216 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R476 367–R559 548 per annum
	:	Carolina Clinic (X1 Post), Winfred Maboja CHC (X1 Post) and Thuthukani Clinic (X1 Post) (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 26/150</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JULY/25/224 (X8 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R476 367 – R559 548 per annum Nkangala District: Ogies Clinic (X1 Post) Allemansdrift Clinic (X1 Post) Nokaneng Clinic (X2 Posts) Kwaggafontein CHC (X2 Posts) Vlaklaagte CHC (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 26/151</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE (HAST) REF NO: MPDOH/JULY/25/225</u></b>
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Financial / Auditing as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8). Conditional grant experience will be an added advance. Understanding of government budgeting and planning processes, Conditional Grant Frameworks, government systems in terms of BAS, PERSAL and LOGIS Good computer literacy (MS Word, MS Excel and MS PowerPoint), communication (written and verbal) and interpersonal skills Able to work in a team, under pressure and irregular hours. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Support the coordination of the District Health programme grant: District Health component business plan development. Ensure necessary approvals are obtained. Compile the grant budget and ensure sub-programme managers

submit credible input. Provide variance explanations on monthly In-Year-Monitoring (IYM) and ensure submission to the National Department of Health. Coordinate the compilation of the quarterly reports and facilitate the approvals and submission to the National Department of Health. Review expenditure report on a monthly basis to identify any misallocations or misclassifications of transactions and process the correcting journals. Ensure accuracy of monthly transfers by National Department of Health. Assist the programme manager and sub-programme managers to unblock any procurement challenges to ensure spending efficacy. Manage internal and external audits. Risk Management. Liaise with the National Department of Health on any intergovernmental relations relating to the grant. Perform any other duties assigned by the superiors. Management of staff.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/152** : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATION REF NO: MPDOH/JULY/25/226**

**SALARY** : R468 459 per annum, (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Forensic Audit / Internal Auditing / Forensic Accounting as recognized by SAQA. LLB / Law Degree will be an added advantage. At least a minimum of three (3) years' experience in Forensic Auditing, Forensic investigation or related field of which three (3) years' experience must be at supervisory / managerial (level 7/8). Valid drivers licence. Knowledge of Forensic Investigation/ Auditing/Accounting, Knowledge of the Public Finance Management Act (PFMA) Treasury Regulations and King Code on Corporate Governance, Knowledge of the Prevention and Combating of Corrupt Activities Act, Knowledge of the Prevention of Organized Crimes Act, Knowledge of the Public Service Anti-Corruption Strategy and Anti-Corruption and Fraud Prevention measures. Skills and experience in the application of Internal Audit Frameworks and Methodologies. Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Interpersonal skills.

**DUTIES** : Conduct detailed investigation into allegations of fraud, corruption or financial misconduct. Gather, analyse and interpret financial data and other evidence to uncover anomalies or irregularities. Prepare accurate and comprehensive forensic audit reports for senior management and relevant stakeholders. Collaborate with internal audit and risk management to recommend control enhancements. Collect, organize, and secure evidence in compliance with legal and regulatory standards. Assist in maintaining the chain of custody and preparing evidence for use in disciplinary actions, legal proceedings or regulatory inquiries.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/153** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: MPDOH/JULY/25/228 (X2 POSTS)**  
 (Re-advertisement)

**SALARY** : R468 459 per annum, (plus service benefits)  
**CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)  
 Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Human Resource Management Environment. Extensive knowledge of the PERSAL system and at least a minimum of four (4) PERSAL courses is an inherent requirement. A good understanding and

functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.

**DUTIES** : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to the auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager and the Chief Executive Officer

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/154** : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/JULY/25/229**

**SALARY** : R397 233 - R454 191 per annum  
**CENTRE** : Embhuleni Hospital (Gert Sibande District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2025). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

**DUTIES** : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement

quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/155** : **DIETICIAN GRADE 1 REF NO: MPDOH/JULY/25/230**

**SALARY** : R397 233 - R454 191 per annum  
**CENTRE** : Witbank TB Specialized Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2025). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

**DUTIES** : Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/156** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/JULY/25/232 (X2 POSTS)**

**SALARY** : R397 233 - R454 191 per annum  
**CENTRE** : Mapulaneng Hospital and Tintswalo Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and paediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.

**DUTIES** : To provide optimal and evidence-based occupational therapy in individual and group settings for patients in, out and clinics. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/157** : **SPEECH THERAPIST & AUDIOLOGIT GRADE 1 REF NO: MPDOH/JULY/25/234 (X2 POSTS)**

**SALARY CENTRE** : R397 233 - R454 191 per annum  
: Tonga Hospital (Ehlanzeni District)  
: Amajuba Memorial Hospital (Gert Sibande District)

**REQUIREMENTS** : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) Speech Therapist and Audiology. Current registration with the HPCSA as Speech Therapist and Audiology. Grade 1 (2025): SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.

**DUTIES** : Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/158** : **PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: MPDOH/JULY/25/235**

**SALARY CENTRE** : R325 101 per annum, (plus service benefits)  
: Provincial Office, Mbombela (Nelspruit)

**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.

**DUTIES** : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for

interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate the Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/159** : **STATE ACCOUNTANT: HAST REF NO: MPDOH/JULY/25/236**  
(Re-advertisement)

**SALARY** : R325 101 per annum, (plus service benefits)  
**CENTRE** : Nkangala District Office (Emalahleni)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Financial / Auditing as recognized by SAQA. The following will serve as a recommendation: Knowledge of PFMA, Treasury Regulations and Financial Experience Exposure. Knowledge of LOGIS, and BAS and be computer literate. Be able and be prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's license will be an added advantage.

**DUTIES** : To supervise and monitor Expenditure on the grant. Perform payment preparation of invoices presented for payment and capturing of payments on the BAS. Assist with supply chain management. To capture/ authorize the payment and journal transactions on transversal systems, such as BAS, LOGIS and any other prevailing systems. To ensure the reconciliation and clearance of suspense accounts, including the Creditors and Debtors Accounts. Assist the programme manager and sub-programme managers to unblock any procurement challenges to ensure spending efficacy. Ensure the consolidation and submission of Interim/Annual Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To attend to other related duties as delegated by management.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/160** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/JULY/25/239 (X3 POSTS)**

**SALARY** : R324 384 – R382 107 per annum  
**CENTRE** : Matikwana Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when

required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/161** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JULY/25/259 (X20 POSTS)**

**SALARY CENTRE** : R324 384 – R382 107 per annum  
 : Ehlanzeni District:  
 Rob Ferreira Hospital (X6 Posts)  
 Phola Nsikazi CHC (X2 Posts)  
 Matsulu CHC (X1 Post)  
 Barberton Hospital (X1 Post)  
 Sibange Clinic (X1 Post)  
 Lydenburg Hospital (X2 Posts)  
 Thaba Cheu Mobiles (X1 Post)  
 Mapulaneng Hospital (X1 Post)  
 Tintswalo Hospital (X4 Posts)  
 Edinburg Clinic (X1 Post)  
 Kildare Clinic (X1 Post)

**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 26/162** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JULY/25/265 (X6 POSTS)**

**SALARY CENTRE** : R324 384 – R382 107 per annum  
 : Gert Sibande District:  
 Ermelo Hospital (X2 Posts)  
 Piet Retief Hospital (X1 Post)  
 Standerton Hospital (X2 Posts)

<b><u>REQUIREMENTS</u></b>	:	Siyathuthuka CHC (X1 Post) Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 26/163</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JULY/25/273 (X8 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R324 384 – R382 107 per annum Nkangala District: Witbank Hospital (X1 Post) Hlalanikahle Clinic (X1 Post) Louise Clinic (X1 Post) Middelburg Hospital (X1 Post) Marapyane CHC (X1 Post) Siyabuswa CHC (X1 Post) Loding Clinic (X1 Post) KwaMhlanga Hospital (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

**ENQUIRIES**

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security) and or email addresses provided for each individual post.
- FOR ATTENTION** : Ms. K. Moremi
- CLOSING DATE** : 11 August 2025
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representativity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83) and accompanied by a comprehensive CV specifying all qualifications and experience with respective dates. The new form can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies) or obtained from any Public Service Department. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check, which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. For the Senior Manager, a further requirement for all applicants is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Management Leadership Programme Certificate for entry into the SMS. Applicants applying for the Senior position must note that following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

**MANAGEMENT ECHELON**

- POST 26/164** : **CHIEF DIRECTOR: PROVINCIAL GOVERNMENT INFORMATION TECHNOLOGY SERVICES REF NO: CD/PGITS/2025**
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of a recognised Bachelor's Degree in Information Technology / Computer Science / Business Administration / Information NQF Level 7 as recognised by the South African Qualifications Authority (SAQA), coupled with a minimum of 5 years relevant experience, at a Senior Management (SMS) level, within an Information Technology environment, with a proven track record in project and contract management. The Nyukela Public Service SMS Pre-entry Programme is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela Certificate). A valid driver's licence is essential. Competencies: The following key competencies and skills are required for the position: Knowledge of the latest advances in public management theory and practice, Public Service regulatory framework;

Knowledge of Government-wide Enterprise Architecture framework (GWEA), ITIL, COBIT; Knowledge of policy and strategy development and planning, for implementation within a government environment, Knowledge of Information Technology Service Management (ITSM); Understanding of Corporate Governance of ICT; Know-how on digital transformation and Strategic ICT leadership; Understanding of digital governance, data analytics and Cybersecurity; Programme and Project Management, Change and knowledge management, Financial management; Excellent management communication and interpersonal skills; Strong leadership and organisational skills; Negotiation, influencing, collaboration and partnership building; Problem solving and analytical skills Ability to leverage information and technology in business model design, business process re-engineering, products and services development; Logical and creative thinker, able to create synergies across the Province, to enable cost-effective and innovative shared solutions, geared towards achievement of organisational goals and improve government performance.

**DUTIES** : Overall strategic management and oversight of the Chief Directorate; Oversee the provisioning of Information Technology support services within the Northern Cape Provincial Government; Drive the development of the Provincial e-government and ICT policy and strategy. Promote the effective utilisation and management of information and technology as strategic resources, to enhance operations and accelerate service delivery. Manage the implementation of transversal or shared solutions, systems and infrastructure, hardware, software and services. Ensure the management of ICT infrastructure and operations, ensuring the maintenance of ICT infrastructure and operations. Implement transversal and shared e-government, as well as ICT strategies. Spearhead innovation across enterprise systems. Manage transversal and shared contracts, business agreements and service level agreements. Manage and coordinate transversal or shared ICT security, ensuring that information security governance and compliance is maintained within the Northern Cape Provincial Government. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate Knowledge Management. Manage and coordinate Transversal GITO and Governance Services; Provide guidelines on technology standards and norms and ensure that guidelines on technology standards are approved, implemented and maintained. Manage, Oversee the coordination and facilitation of all Northern Cape Provincial Government departments' information and services to the community.

**ENQUIRIES** : Ms. M. Tlaetsi Tel No: (053) 030 0625  
**APPLICATIONS** : Email applications to: [PGITS2025@ncpg.gov.za](mailto:PGITS2025@ncpg.gov.za)

**POST 26/165** : **DIRECTOR: STRATEGIC MANAGEMENT AND PLANNING REF NO: DIR/SMP/2025**

**SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a Bachelor's Degree in Public Management / Business Administration/ Public Administration/ Monitoring and Evaluation/ Social Sciences at NQF Level 7 as recognised by the South African Qualifications Authority (SAQA), coupled with a minimum of 5 years' of experience at a middle management/senior managerial level in Strategy Management and Organisational Development environment. A valid driver's licence is essential. The Nyukela Public Service SMS Pre-entry Programme is compulsory and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela Certificate).  
 Competencies: The following key competencies and skills are required for the position: Excellent knowledge and understanding of policies of government mandates and priorities; Policy developments, Strategic Planning; Project Management; Financial Management; Communication Skills (verbal and written); Management and Organisational skills; Computer skills, Creativity and innovation; Interpersonal skills, Analytical and numerical skills; Facilitation, implementation skills; Negotiation and consultation skills; Creativity and innovation.

**DUTIES** : The successful candidate will be responsible for the following main functions: Facilitating and coordinating departmental strategic management, planning services and monitoring and evaluation services. Leading and overseeing institutional performance assessments and providing guidance on

organisational development, change management and service delivery improvement initiatives.

**ENQUIRIES** : Ms. Z. Langeveldt at 066 484 5888  
**APPLICATIONS** : Email applications to: [DIRSMP2025@ncpg.gov.za](mailto:DIRSMP2025@ncpg.gov.za)

**POST 26/166** : **DIRECTOR: LABOUR RELATIONS REF NO: DIR/LR/2025**

**SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must, as a minimum be in possession of a Bachelor's Degree in Public Management/ Public Administration/ Labour Relations Management/ Labour Law, at NQF Level 7 as recognised by the South African Qualifications Authority (SAQA) , coupled with a minimum of 5 years' of experience at a middle management /senior managerial level in a Labour Relations Management environment. The Nyukela Public Service SMS Pre-entry Programme is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela Certificate). A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Applied strategic Management and Leadership, Stakeholder Management, People Management and Empowerment Service Delivery Innovation. Planning and Organising, Communication, including the ability to compile management reports, presentation and facilitation, negotiation, problem solving, conflict management, project management, analytical thinking, interpersonal skills and mediation, computer literacy, policy development and implementation, networking, change management, financial management, research, professionalism, client orientation and responsiveness, integrity, loyalty, trustworthiness, self-confidence, enthusiasm, responsibility, persuasiveness, commitment, ability to interpret relevant directives/legislative frameworks.

**DUTIES** : Monitor compliance and oversee the management of Labour Relations Processes in Provincial Departments; Co-ordinate and facilitate Provincial Labour Relations Forums and Chamber Meetings (PSCBC, GPSSBC.ELRC/PHSSSBC, etc); Solicit, analyse and consolidate Provincial Reports for submission to DPSA/Bargaining Councils; Conduct Research and Development of transversal labour relations policies, guidelines and processes; Represent the employer at Bargaining Forums (Nationally and Provincially); Negotiate on behalf of the employer at Provincial Bargaining Council Forum; Ensure Provincial adherence to appropriate procedures in dealing with grievance and disciplinary matters; Monitor and co-ordinate conflict management and capacity building in Provincial Departments; Management Collective Bargaining processes.

**ENQUIRIES** : Ms. H. Kannemeyer Tel No: (053) 0300 734  
**APPLICATIONS** : Email applications to: [DIRLR2025@ncpg.gov.za](mailto:DIRLR2025@ncpg.gov.za)

#### **OTHER POST**

**POST 26/167** : **ADMINISTRATIVE OFFICER: BATHO PELE AND SERVICE DELIVERY REF NO: AO/BPSD/2025**

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a National Diploma (NQF Level 6) in Public Management/Public Administration or equivalent qualification coupled with 3 to 5 years' experience in Office Management, Public Administration. Competencies: The following key competencies and skills are required for the position: Extensive knowledge of the functioning of Provincial Government, Data Management Systems, Batho Pele operations, Knowledge of the Financial Procurement systems and the relevant policies and record keeping. The ability to interpret and apply policies. The ability to compile reports and statistics, accurately record minutes and decisions at meetings, problem solving skills. Proven computer literacy skills with advanced proficiency in MS-EXCEL, MS-WORD, MS-PowerPoint. The post requires a person with proven organizing and administration capabilities, dealing with stakeholders, ability to work under pressure with multiple deadlines and maintaining confidentiality.

**DUTIES** : The successful candidate will be responsible for the following main functions: Manage and coordinate the implementation of Frontline service Delivery Monitoring; Render systems support to all stakeholders (e.g., improvement

plans, Deliverables, etc);Monitor and verify the accuracy and integrity of performance-reported information; Manage and coordinate the monitoring of provincial service delivery intervention programmes; Coordinate and facilitate the Batho Pele Programme.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. T. Wanyane at 066 415 0022  
: Email applications to: [AOBPSD2025@ncpg.gov.za](mailto:AOBPSD2025@ncpg.gov.za)

**PROVINCIAL ADMINISTRATION: NORTH-WEST  
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, [hsjobs@nwpg.gov.za](mailto:hsjobs@nwpg.gov.za), 2735, hand deliver to Cnr Provident and University Drive, West wing 2nd floor Garona Building, Mmabatho. The North-West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. The posts are open for everyone, but preference will be given to people with disabilities. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.
- CLOSING DATE** : 15 August 2025, Time (16H00)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Completion of new Z83: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A, B,C and D may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, Part E: all fields must be completed, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, [www.dpsa.gov.za](http://www.dpsa.gov.za)

**OTHER POSTS**

- POST 26/168** : **DEPUTY DIRECTOR: HUMAN SETTLEMENTS PLANNING REF NO: HS/01/ 25/26**  
Component: Human Settlements Developments
- SALARY** : R896 436 per annum (Level 11). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** : Matric/Grade12 Advanced Diploma /B-Tech/Degree (NQF level 7) as recognised by SAQA in Town Planning. Minimum three (3) to five (5) years'

relevant experience required of which three (3) years should be at Assistant Director Level (Level 09) A valid driver's license (Code B or C1). Must have an Extensive Travelling ability. Competencies/ Knowledge and skills: Knowledge of construction project management, built environment, government procurement processes, Human Settlements programs, Human Settlements legislative mandates, frameworks, policies, National Housing Code, Spatial Planning and Land Use Management Act (SPLUMA) Knowledge of Municipal Integrated Development Plan, Spatial Development Framework (SDF), Infrastructure Development Plan, Land Tenure/Acquisition services, HS Grant Business Plan Knowledge of PFMA, Treasury Regulations, Financial management and expenditure reporting. knowledge of the Housing Subsidy System (HSS). Policy Development and interpretation Programme and Project Management Client Orientation and Customer focus Technical and analytical skills Report writing, presentation skills, Interpersonal skills, organizing skills, Conflict management, problem solving, Communication skills, Computer literacy and Geographic Information Systems (GIS).

**DUTIES** : Development, preparation and maintaining of the HSDG and the ISUPG Business Plans Facilitate the One on One Engagement with all municipalities within the North West Province as part of the planning for Business Plan development, Coordinate Projects identification process and verification by municipalities and presentation in a District Planning Forum Coordinate interventions on human settlements projects Monitor Human Settlement implementation in accordance to the Human Settlement Business Plan Manage personnel, financial resources, assets and administrative processes within the Sub-Directorate.

**ENQUIRIES** : Mr L Mkhize Tel No: (018) 388 2899

**POST 26/169** : **ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: HS/ 02/ 25/26**  
Component: Financial Management Services

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Head Office (Mmabatho)  
**REQUIREMENTS** : Matric/Grade 12 Advanced Diploma / B-Tech /Degree (NQF Level 7) as recognised by SAQA in Internal Auditing /Financial Accounting / Management Accounting 3 – 5 years relevant experience in a Financial Accounting/ Internal control/Internal Audit environment Valid driver's Licence. Competencies/Knowledge/Skills: In depth Knowledge and understanding of relevant prescripts and process governing public services such as PSR and PSA Knowledge of Supply Chain prescripts and frameworks Treasury regulations, PFMA, Financial Manuals Internal Control and Risk Management Methodologies & Strategies Knowledge of management links of Government Financial Systems (BAS, PERSAL & WALKER) Policy development , interpretation and implementation Computer literacy Sound planning and organising skills High level of reliability and commitment Basic written and verbal communication skills Excellent time management skills Report writing and Presentation skills Duties: Development of departmental Post Audit Action Plan Ensure that there are tight internal control systems within the department Facilitate process of identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFW) in the department Record keeping and reporting.

**ENQUIRIES** : Ms S Mokhadi Tel No: (018) 388 3524

**POST 26/170** : **RISK SPECIALIST REF NO: HS/ 03/25/26 (X1 POST)**  
Directorate: Risk and Integrity Management

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Head Office (Mmabatho)  
**REQUIREMENTS** : Matric/Grade 12 OR equivalent National Diploma / B-Degree (NQF Level 6/7) in Internal Control /Auditing Financial or Management Accounting/Risk Management as recognised by SAQA 2-3 years' experience in a relevant field Competencies/Knowledge/Skills: Knowledge of National Risk Management Framework Corporate governance guidelines, Risk assessment, investigative methods and techniques, Audit practices Knowledge of the Public Finance Management Act (PFMA) and accompanying Treasury Regulations Research skills Analytical skills Good communication skills (Verbal and Written) Team player interpersonal relations skills The ability to work independently Self –

disciplined and ability to work under pressure Duties: Provide Support in the implementation of Risk Management strategy, policies, risk mitigation/treatment plans Provide administrative support services to the Risk Management programmes and co- ordinate Risk Management activities Conduct Risk awareness workshops and educational campaigns Render secretarial duties for the Risk and Integrity Management Committee.

**ENQUIRIES**

:

Ms L Thulo Tel No: (018) 388 2394

**POST 26/171**

:

**HUMAN RESOURCE PRACTITIONER: PMDS UNIT REF NO: HS/ 04/25/26 (X1 POST)**

Directorate: Human Resource Management

**SALARY CENTRE REQUIREMENTS**

:

R325 101 per annum (Level 07)

:

Head Office (Mmabatho)

:

Matric/Grade12 or equivalent. National Diploma/ B-Tech (NQF level 6/7) in Human Resource Management/ Public Administration as recognised by SAQA 2-3 years' relevant experience in coordination of PMDS. Competencies/Knowledge/Skills: Working knowledge and understanding of the Legislative frameworks governing the Public Service Knowledge of Human Resource Management prescripts, directives and circulars Knowledge of PMDS processes, policies and templates Knowledge of Administrative procedures Computer Literacy Communication skills (Verbal and written) Sound interpersonal skills Presentation skills.

**DUTIES**

:

Coordinate the submission of performance contracts (PA, WP AND PDP) Provide administrative support in the submission of mid- year and annual performance assessment reviews Facilitate and administer the implementation of performance incentives process Render general administration in the Unit

**ENQUIRIES**

:

Ms K Matheolane Tel No: (018) 388 2080

**OFFICE OF THE PREMIER**

**APPLICATIONS**

:

Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online applications including the Z83 and CV must be one document in PDF, indicating the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

**CLOSING DATE NOTE**

:

08 August 2025 at 16H00 (walk-in) and 00.00 mid-night (email)

:

All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the Employment Equity Plan for the Office, preference will be given to Persons with Disabilities, Youth, and Females for all these positions. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, [www.dpsa.gov.za](http://www.dpsa.gov.za), which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. The Office reserves the right to introduce further objective criteria or post requirements for shortlisting should such a need arise. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR Directorate regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified

documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Appointment into SMS positions will be made only upon submission of the SMS pre-entry programme (Nyukela) certificate. Suitable SMS candidate/s identified by the selection panel will be required to undergo competency assessment prior to being appointed. Incomplete Z83 and late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of t advertisement consider your application unsuccessful. The Office reserves the right not to make an appointment following this advertisement for any reason.

#### **MANAGEMENT ECHELON**

**POST 26/172** : **DEPUTY DIRECTOR-GENERAL: ADMINISTRATION REF NO: NWP/OOP/2025/41**

Job Purpose: To provide efficient and effective administrative support, corporate human resource, EXCO support and stakeholder management, the maintenance of sound legal advisory services and rapid response to service delivery initiatives in the province.

**SALARY CENTRE REQUIREMENTS** : R1 813 182 per annum, (all-inclusive package)  
: Mmabatho

: A four (4) years tertiary qualification at NQF level 8 and/or equivalent qualification. A minimum of eight (8) years' experience at senior management level with experience within the field of administrative support environment  
Knowledge, Skills and Competencies: Strategic capability and leadership. Programme and project management. Financial Management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and Integrity. Proven experience in change management and the management for diversity in a dynamic transformation and reforming environment. Proven innovative and creative ability. High level of liaison, negotiation and communication skills appropriate for this broad management role as well as financial management skills. Knowledge of economic and social development as well as relevant governance issues. Tolerance for complexity, ambiguity and uncertainty.

**DUTIES** : To oversee the provision of sound legal advisory services to the Office and departments. To oversee the management of efficient and effective Corporate Management Services, Executive Council and stakeholder management support. To oversee the management, coordination and support of the implementation of rapid response to Service Delivery initiatives in the province. To coordinate the management of resources within the Branch.

**ENQUIRIES APPLICATIONS** : Mr M Tselangoe Tel No: (018) 388-3040  
: E-Mail: [ooprecruitment1@nwpg.gov.za](mailto:ooprecruitment1@nwpg.gov.za)

**POST 26/173** : **CHIEF DIRECTOR: SPECIAL PROGRAMMES REF NO: NWP/OOP/2025/42**  
Job Purpose: To manage, facilitate, coordinate and support the implementation of the special transformation programmes in the province.

**SALARY CENTRE REQUIREMENTS** : R1 494 900 per annum (Level 14), (all-inclusive package)  
: Mmabatho

: A Three (3) year tertiary qualification at NQF level 7 and/or equivalent qualification. A minimum of five (5) years of experience at Senior Management level with experience within the special programmes delivery environment.  
Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change

		Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
<b><u>DUTIES</u></b>	:	Manage and coordinate the implementation of Youth Advocacy Coordination Programmes in the Province. Manage and coordinate the mainstreaming of gender equality and the rights of children in the province. Manage and coordinate the mainstreaming of older persons and persons with disabilities and military veterans services in the province. Manage and provide secretariat support and advice to the Provincial Council on Aids (PCA) and other coordinating structures. Management of resources including financial and personnel within the Chief Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J.T Maweela Tel No: (018) 388 4443
	:	E-Mail: <a href="mailto:ooprecruitment2@nwpg.gov.za">ooprecruitment2@nwpg.gov.za</a>
<b><u>POST 26/174</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN RESOURCE STRATEGY AND PLANNING REF NO: NWP/OOP/2025/43</u></b>
		Job Purpose: To coordinate and monitor the implementation of Human Resource Management Policies and Frameworks in the Provincial Administration.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 494 900 per annum (Level 14), (all-inclusive package)
	:	Mmabatho
	:	A Three (3) year tertiary qualification in Human Resource Management/ Public Management/ Public Administration at NQF level 7 and/or equivalent qualification. A minimum of five (5) years' experience at Senior Management level with experience within the Human Resource Management environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
<b><u>DUTIES</u></b>	:	Provision of advice and support on Organisational Development Programmes; Provision of guidance and support on the application of Human Resource Practices and Administration; Management of recruitment and selection processes for Head of Departments. The management of performance development system for Heads of Department. Provision of guidance and support on the application of Employee Health and Wellness programmes. To provide advice and support to Departments with the implementation of sound Labour Relations. Provide advice and support to Departments with in the implementation of Education, Training and Development initiatives/strategies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. SB Chuma Tel No: (018) 388 3099
	:	E-Mail: <a href="mailto:ooprecruitment3@nwpg.gov.za">ooprecruitment3@nwpg.gov.za</a>
<b><u>POST 26/175</u></b>	:	<b><u>CHIEF DIRECTOR: INTEGRITY MANAGEMENT REF NO: NWP/OOP/2025/44</u></b>
		Job Purpose: To oversee the management, coordination and implementation of forensic services, anti-corruption programme, the management of discipline security management services in the provincial administration.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 494 900 per annum (Level 14), (all-inclusive package)
	:	Mmabatho
	:	A Three (3) year appropriate tertiary qualification at NQF level 7 and/ or equivalent qualification. A minimum of five (5) years' experience at Senior Management level with experience within the security management, anti-corruption, discipline management and forensic coordination services and investigations environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

**DUTIES** : Coordination, and implementation of provincial anti-corruption programmes of action and promotion of professional ethics. To oversee the management of the Provision and coordination of comprehensive investigation management services. Coordinate, monitor and evaluate provincial security management services. To manage the development of provincial physical security standards, systems and procedures. To manage personnel and finances in the Chief Directorate. Provision and coordination of Forensic investigations within the Provincial Administration.

**ENQUIRIES** : Mr. SB Chuma Tel No: (018) 388 3099  
: E-Mail: [ooprecruitment4@nwpg.gov.za](mailto:ooprecruitment4@nwpg.gov.za)

**POST 26/176** : **CHIEF DIRECTOR: SERVICE DELIVERY AND INTERVENTIONS REF NO: NWP/OOP/2025/45**

Job Purpose: To manage and facilitate service delivery support programs, manage District Offices and interventions across the province.

**SALARY CENTRE REQUIREMENTS** : R1 494 900 per annum (Level 14), (all-inclusive package)  
: Mmabatho  
: A Three (3) year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years' experience at senior management level with experience within the service delivery and intervention environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

**DUTIES** : The management and coordination of district wide service delivery improvement support programs and interventions. Facilitation and coordination of public participation programmes. Manage coordination of Moral Regeneration and Social Cohesion programmes. Provision of secretariat services for District Development Model (DDM) and Inter-Governmental Relations (IGR). Coordination and referrals of complaints on the delivery of services. Management of personnel and resources in the Chief Directorate

**ENQUIRIES APPLICATIONS** : Mr. J.T Mawelela Tel No: (018) 388 4443  
: E-Mail: [ooprecruitment5@nwpg.gov.za](mailto:ooprecruitment5@nwpg.gov.za)

**POST 26/177** : **CHIEF DIRECTOR: PERFORMANCE MONITORING AND EVALUATION REF NO: NWP/OOP/2025/46**

Job Purpose: To manage and facilitate the implementation of Provincial Performance Monitoring and Evaluation programmes.

**SALARY CENTRE REQUIREMENTS** : R1 494 900 per annum (Level 14), (all-inclusive package)  
: Mmabatho  
: A Three (3) year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years' experience at senior management level with experience within performance monitoring and evaluation environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

**DUTIES** : The management and facilitation of Provincial Performance Monitoring, Evaluation and Reporting Programmes. The management and coordination of the implementation of integrated Provincial Monitoring and evaluation system. The management and coordination of Provincial research development and innovation. Management of Personnel and resources in the Chief Directorate.

**ENQUIRIES APPLICATIONS** : Mr. J.T Mawelela Tel No: (018) 388 4443  
: E-Mail: [ooprecruitment6@nwpg.gov.za](mailto:ooprecruitment6@nwpg.gov.za)

- POST 26/178** : **DIRECTOR: STAKEHOLDER MANAGEMENT, COOPERATIVE GOVERNANCE AND PROTOCOL REF NO: NWP/OOP/2023/47**  
Job Purpose: To manage and coordinate the implementation of stakeholder's management Programmes
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive package)  
: Mmabatho  
: Three- (3) year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years' experience at middle/senior management level with experience within stakeholder management, Cooperative Governance and Protocol environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, Corporate Governance and Inter-Governmental Relations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
- DUTIES** : Coordination of International Relations and Intergovernmental Relations. Facilitate international dialogue to strengthen relations on foreign investments. Coordinate the implementation of memorandums of understanding between the province and sister governments abroad. Coordinate intergovernmental relations efforts across spheres of government to optimise development initiatives. Management and coordination of protocol services; Develop and align protocol systems with national standards, Coordinate protocol services in North West Provincial Government, Maintain provincial order of proceedings.
- ENQUIRIES APPLICATIONS** : Mr. I Tselangoe Tel No: (018) 388 4276  
: E-Mail: [ooprecruitment7@nwpg.gov.za](mailto:ooprecruitment7@nwpg.gov.za)
- POST 26/179** : **DIRECTOR: NGAKA MODIRI MOLEMA DISTRICT REF NO: NWP/OOP/2025/48**  
Job Purpose: To manage and coordinate district wide service delivery improvement support programmes and interventions.
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive package)  
: Mmabatho  
: A Three-year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years of experience at middle/senior management with experience within service delivery environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
- DUTIES** : To provide secretariat services on District Development Model (DDM) and Intergovernmental Relations (IGR). The management and implementation of district service delivery intervention programmes. To coordinate stakeholders in the implementation of public service delivery initiatives. To provide Management & Leadership in the District.
- ENQUIRIES APPLICATIONS** : Mr. J.T Mawelela Tel No: (018) 388 4443  
: E-Mail: [ooprecruitment8@nwpg.gov.za](mailto:ooprecruitment8@nwpg.gov.za)
- POST 26/180** : **DIRECTOR: DR RUTH SEGOMOTSI MOMPATI DISTRICT REF NO: NWP/OOP/2025/49**  
Job Purpose: To manage and coordinate district wide service delivery improvement support programmes and Interventions
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive package)  
: Vryburg  
: A Three (3) year tertiary qualification at NQF level 7 and/or equivalent qualifications. A minimum of five (5) years of experience at middle/senior management level. with experience within service delivery environment. Knowledge, Skills, and Competencies: Sound knowledge of Public Service

prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

**DUTIES**

: To provide secretariat services on District Development Model (DDM) and Intergovernmental Relations (IGR). The management and implementation of district service delivery intervention programmes. To coordinate stakeholders in the implementation of public service delivery initiatives. To Provide Management & Leadership in the District.

**ENQUIRIES**

: Mr. J.T Mawelela Tel No: (018) 388 4443

**APPLICATIONS**

: E-Mail: [ooprecruitment9@nwpg.gov.za](mailto:ooprecruitment9@nwpg.gov.za)

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HEALTH AND WELLNESS**

*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**OTHER POSTS**

**POST 26/181** : **HEAD CLINICAL UNIT: MEDICAL (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Mowbray Maternity Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: It will be expected of the successful Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, the Ideal Hospital framework, the Regulated Norms and Standards, EDL, Standard Treatment Guidelines and evidence-based clinical care. Clinical service delivery in accordance with the Level 2 package of care for Obstetrics and Gynaecology, and experience in driving continuous quality improvement, clinical risk identification and mitigation, and managing medico-legal matters. Proven experience with supervising staff, training junior doctors, and managing financial and other resources, with the ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel. Computer literate in MS package.

**DUTIES** : Fulfil the role and duties of Head of the Obstetrics Department in rendering an efficient and cost-effective specialised Obstetric service to patients managed by the Mowbray Maternity Hospital, including the delivery of outreach and support services. Ensure clinical governance and quality management for the Obstetrics Service at Mowbray Maternity Hospital and respond to medical and legal incidents as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment) and manage human, financial and capital resources in the Obstetric Department. Deliver effective and efficient management of the Obstetrics Department, and provide strategic leadership, planning and decision-making as a member of the Hospital Executive Management. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers and Interns. Participate in the functioning of the Department of Obstetrics and Gynaecology at the University of Cape Town, including the training of UCT students in the discipline of Obstetrics and Gynaecology, and ensure that research appropriate to the local health setting is promoted at Mowbray Maternity Hospital.

**ENQUIRIES** : Ms JC Joemat Tel No: (021) 659-5544

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. This is a Joint Staff Appointment with the University of Cape Town. Candidates will be subjected to a written/practical; oral and competency bases assessment.

**CLOSING DATE** : 08 August 2025

**POST 26/182** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (SUB-SPECIALTY: CRITICAL CARE)**

**SALARY** : Grade 1: R1 553 670 per annum  
Grade 2: R1 773 222 per annum  
Grade 3: R1 936 806 per annum  
(A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital and The University Of Cape Town  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatric Critical Care or Paediatric Pulmonology. Registration with a professions Council: Registration with the HPCSA as a Medical Specialist in Paediatric Critical Care or Paediatric Pulmonology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Critical Care. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Critical Care. Inherent requirements of the job: Post specialisation experience in Paediatric Intensive Care including peri-operative care of cardio-thoracic, neuro-surgical and trauma patients is essential. A valid driver's licence. Commuted overtime is compulsory 16 hours per week. Competencies (knowledge/skills): Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team. Proven Leadership abilities. Experience in supervision of staff and students. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Computer literacy.

**DUTIES** : Clinical Service Delivery: Within the PICU and 16 hours per week commuted overtime. Provide comprehensive, high-quality paediatric critical care clinical services. Conduct ward rounds/ multidisciplinary clinical meetings, Morbidity and mortality meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching: Undergraduate & post graduate students, nursing staff, rotating registrars / medical officers and senior registrars. Research: Participation in existing and conducting new research projects within the department and stay abreast of clinical developments. Administration: Liaising with Hospital management and the Department of Paediatrics and Child Health.

**ENQUIRIES APPLICATIONS** : Dr S Salie, email: [shamiel.salie@uct.ac.za](mailto:shamiel.salie@uct.ac.za)  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
08 August 2025

**POST 26/183** : **CLINICAL MANAGER (MEDICAL) GRADE 1**  
Overberg District

**SALARY** : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Hermanus Hospital  
Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid driver's license. Willingness to commuted overtime. Willing to work weekends and public holidays. Competencies (knowledge/skills): Appropriate Clinical experience. Appropriate clinical governance knowledge and skills. Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of financial and human resource management, change management and other relevant

- general management skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good computer skills.
- DUTIES** : Clinical outcomes of Medical Officer and allied health division in Overstrand Sub-district. Support to Manager: Medical Services and Management Team. HR Management of the Medical Officer and Allied Health division of the Overstrand Sub-district. Financial Management of Medical officers and Allied health division of the Overstrand Sub-district. Good quality innovation management of the Medical Officer and Allied Health division of the Overstrand Sub-district.
- ENQUIRIES** : Dr F Fourie Tel No: (028) 313-5201
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the inter-view. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be required to undergo a competency assessment.
- CLOSING DATE** : 08 August 2025
- POST 26/184** : **SENIOR REGISTRAR (SUB-SPECIALITY) PAEDIATRIC NEUROLOGY**  
(24 Month Contract)
- SALARY** : R1 271 901 per annum, (A portion of the package can be structured according to the individual's needs).
- CENTRE** : Red Cross War Memorial Children's Hospital, University of Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration: Registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirements of the job: FCPaed and MMed (Paed) is a requirement, Must provide after-hours emergency services and participate in commuted overtime at 16 hours per week within the Department of Paediatrics and Child Health Platform. Competencies (knowledge/skills): Experience in and/or demonstrated interest in working with children and their caregivers. Excellent interpersonal and communication skills (both written and oral). Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse patients. Strong attention to detail and ability to work both independently and collaboratively within a team. Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality. Experience in general paediatrics at a post graduate level. Ability and willingness to supervise medical students and rotating registrars.
- DUTIES** : Clinical Service Delivery: Comprehensive Paediatric Neurology and general paediatric clinical care and service delivery in the Western Cape Paediatric Neurology service outpatient and inpatients under the direction of specialist supervisors. After-hours calls as for senior registrars in the Department of Paediatrics & Child Health (UCT) and responsible to the director of the registrar programme. Administration and Management of the Unit of Paediatric Neurology including ensuring correct patient data and statistics. Efficiently manage clinical notes, including generating letters, providing feedback to referring doctors, contributing to databases, and using designated ICD-10 codes. Teaching: Contribute and facilitate learning of undergraduate students and Paediatric registrars attached to the clinic and ward. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital. To acquire training in Paediatric Neurology including completing the required training logbook and to successfully pass the College of Medicine of South Africa Fellowship in Paediatric Neurology examination to enable certification as a paediatric Neurologist with the HPCSA. Attendance and presentation at Academic Departmental meetings and journal clubs. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT.
- ENQUIRIES** : Prof Jo Wilmshurst Tel No: (021) 658 5370 / 5434 or [jo.wilmshurst@uct.ac.za](mailto:jo.wilmshurst@uct.ac.za)

- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Childrens Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Candidates may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates to be: available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID), driver's license (if applicable for the post), qualification and/or proof of registration at relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered.
- CLOSING DATE** : 08 August 2025
- POST 26/185** : **REGISTRAR (RADIATION ONCOLOGY) (X3 POSTS)**  
(4-Year Contract)
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Valid (Code B/EB) driver licence. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Current certificate of ATLS/ACLS. Research methodologies. Professionalism, good communication and interpersonal skills, being a team player and leadership. Oncology or Palliative care experience. Appropriate and sufficient clinical experience since obtaining the degree of MBChB.
- DUTIES** : Attending to Oncology patients in clinic and ward settings. Mentor, support, and assist junior colleagues. Participation in performance appraisals/assessments. Involvement in research/audits relating to Radiation Oncology. Participation in

the academic activities and teaching responsibilities of the division. Provision of appropriate Oncology care to cancer patients according to accepted protocols under the guidance of the Consultant Radiation Oncologist. Administrative tasks required for optimal patient care and well-organised and efficient clinics and wards. Improving and updating knowledge through participation in teaching and training sessions and self-learning. Radiotherapy planning and treatment skills development.

- ENQUIRIES** : Prof Z Mohamed Tel No: (021) 404 4263
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Preference will be given to SA citizens/permanent residents with a valid identity document\*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.
- CLOSING DATE** : 08 August 2025
- POST 26/186** : **MEDICAL OFFICER GRADE 1 TO (SURGERY)**  
Chief Directorate Rural Health Services
- SALARY** : Grade 1: R1 001 349 per annum  
Grade 2: R1 142 553 per annum  
Grade 3: R1 322 352 per annum  
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform

- Community Service as required in South Africa Inherent requirements of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
- DUTIES** : Financial management by effective and efficient use of resources. Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Adhere to requirements for all HR matters and Code of Conduct.
- ENQUIRIES APPLICATIONS** : Dr W Johnson [Wayne.Johnson@westerncape.gov.za](mailto:Wayne.Johnson@westerncape.gov.za) Tel No: (021) 860 2584  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 08 August 2025
- POST 26/187** : **REGISTRAR (MEDICAL) (RADIOLOGY) (X4 POSTS)**  
(5 Year Contract)
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Tygerberg Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Competencies (knowledge/ skills): Primary Examination – Part 1 FC Rad (Diag.) SA. Supervised clinical experience in any aspect of diagnostic imaging. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate general medical and radiology experience. Computer skills including typing, managing spreadsheets and using databases. Verbal and written communication skills. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Valid (Code B/EB) driver's licence, willingness and ability to travel.
- DUTIES** : Provision of safe, comprehensive 24-hour tertiary level diagnostic service to patients at Tygerberg Hospital and associated training hospitals. Produce timeous and accurate radiological reports and assist in optimal workflow through imaging domains. Perform onsite after-hours duties as per call roster. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training medical students, nursing staff and radiographers. Learn critical skills required of Radiologist. Involvement in research/audits relating to Radiodiagnosis.
- ENQUIRIES APPLICATIONS** : Prof C Ackermann Tel No: (021) 938-9320  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as

personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

- CLOSING DATE** : 08 August 2025
- POST 26/188** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (SUB-SPECIALTY) PAEDIATRIC INFECTIOUS DISEASES (5/8TH POST)**
- SALARY** : Grade 1: R971 043 per annum  
Grade 2: R1 108 263 per annum  
Grade 3: R1 210 503 per annum  
A portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital, University Of Cape Town  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-specialist in Paediatric Infectious Diseases. Registration: Registration with the HPCSA as Medical Sub-specialist in Paediatric Infectious Diseases. Experience **Grade 1**: None after registration with the HPCSA as Medical Subspecialist in Paediatric Infectious Diseases. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Subspecialist after registration with the HPCSA as Medical Subspecialist in Paediatric Infectious Diseases (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3**: A minimum of 10 years' appropriate experience as Medical Sub-specialist after registration with the HPCSA as Medical Subspecialist in Paediatric Infectious Diseases (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirement of the job: Willingness to travel within the District and Metro Region. Valid Driver's Licence. Competencies (knowledge/skills): Ability to comprehensively manage all child and adolescent paediatric infectious diseases cases including intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff. Experience in effective manage of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator or research supervisor. Computer literacy.
- DUTIES** : Provide comprehensive, high-quality child and adolescent paediatric infectious diseases and general paediatrics clinical services. Clinical leadership and relevant oversight of daily clinical operations of a multidisciplinary paediatric infectious diseases team and a general paediatrics team in a tertiary setting. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/ multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Adhere to requirements for all people management matters. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Do appropriate clinical

audits and research within the department to stay abreast of clinical developments.

**ENQUIRIES** : Dr J Nuttal Tel No: (021) 685 5111, Email: [James.Nuttal@uct.ac.za](mailto:James.Nuttal@uct.ac.za)

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 08 August 2025

**POST 26/189** : **DEPUTY DIRECTOR: MEDICAL SUPPORT**  
Chief Directorate: Metro Health Services

**SALARY** : R896 436 per annum, A portion of the package can be structured according to the individual's personal needs.

**CENTRE** : Alexandra Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year National Diploma/Degree or equivalent in Health Sciences registrable with the South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate supervisory experience. Experience as a Mental Health Care Practitioner as defined in the Mental Health Care Act 17 of 2002" means a psychiatrist or registered medical practitioner or a nurse, occupational therapist, psychologist or social worker who has been trained to provide prescribed mental health care, treatment and rehabilitation services. Inherent requirements of the job: Valid driver's license. Willingness to overtime, weekends and public holidays to meet operational requirements. Competencies (knowledge/skills): Knowledge of the Quality Assurance framework and the related internal and external policies Statistical analytical skills. Appropriate knowledge and skills related to rehabilitation. Ability to identify, successfully initiate and develop new health projects. Change-management skills. Computer skills. Sound knowledge of the Mental Health Care Act, 2002 (Act 17 of 2002), and the mental-health care package, policies and the ethos of community-based mental-health care. Sound knowledge and understanding of the health-care management systems including patient management systems, referral systems and Emergency Psychiatric Services.

**DUTIES** : Effective and efficient operational management and planning of the Clinical Support Services in the psychiatric hospital in terms of the relevant acts and regulations. Supervising Clinical Support Services. Manage the Quality Assurance and Risk Management program for the hospital by taking overall responsibility for the implementation of the National Core Standards for psychiatric health facilities. Act as the delegated official to manage the documentary compliance with the Mental Health Care Act, 2002 (Act 17 of 2002). Responsible for liaison with the Mental Health Review Board and for ensuring the resolution of all identified problems. Support the CEO to ensure effective and efficient functioning of the hospitals business units and support the development of matrix-management teams.

**ENQUIRIES** : Ms L. Saville Tel No: (021) 503-5004.

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

**CLOSING DATE** : 08 August 2025

**POST 26/190** : **FACILITY MANAGER (PRIMARY HEALTH CARE)**  
Chief Directorate: Metro Health Services

**SALARY** : R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).

**CENTRE** : Delft Community Health Centre

**REQUIREMENTS** : Minimum educational qualification: Appropriate three year Diploma/Degree in a Health related or Managerial field. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation and Health Sector experience. Computer literacy (MS Office).

- DUTIES** : General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes and Monitoring and evaluation thereof. Sound financial, Supply Chain Management, facilities management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with internal and external customers. Information and data management. Stakeholder Engagement.
- ENQUIRIES** : Mr. A Patientia Tel No: (021) 815-8866
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 08 August 2025
- POST 26/191** : **OPERATIONAL MANAGER NURSING SPECIALTY (ANTENATAL WARD)**  
Chief Directorate: Metro Health Services
- SALARY** : R693 096 per annum
- CENTRE** : Mowbray Maternity Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post basic qualification with a duration of at least one year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific speciality after obtaining the 1-year post basic qualification in the relevant speciality. Inherent requirement of the job: Willingness to work after hours, weekends and public holidays, on day and night duty as required. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Computer literacy.
- DUTIES** : The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Perinatal and Neonatal Health care within standards and a professional / legal framework. Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mrs. M Holland Tel No: (021) 659-5550
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 08 August 2025
- POST 26/192** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: IPC, QA AND OHS)**  
Garden Route District
- SALARY** : Grade 1: R476 367 per annum  
Grade 2: R583 989 per annum
- CENTRE** : Knysna Hospital, Garden Route District
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Occupational Health Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of Project- and Financial management. Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Good organisational, interpersonal, creative problem-solving and research skills. Computer literacy (MS Office). Ability to communicate effectively both (written and verbal).

**DUTIES** : Support the Health Establishments (HE) staff meet the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital Realization and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating the Health Establishment training database. Monitor data quality in the Health Establishment.

**ENQUIRIES** : Ms CG Wagener Tel No: (044) 302-8400  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Occupational Health Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from the date of advert.

**CLOSING DATE** : 08 August 2025

**POST 26/193** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MENTAL HEALTH)**  
 Overberg District

**SALARY** : Grade 1: R476 367 per annum  
 Grade 2: R583 989 per annum

**CENTRE** : Caledon Clinic, Theewaterskloof Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the specialty. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills):

		Good Interpersonal and communication skills. Computer literacy (Microsoft Word). Knowledge and insight of relevant legislation and policy related to Mental Illness within the public sector. Ability to consult with clients who require mental health counselling.
<b><u>DUTIES</u></b>	:	Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in Mental Health care delivery. Liaise with other role players. Conduct research related to Mental Health and service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms H Human Tel No: (021) 028 214-1070
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/194</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R476 637 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Merweville CC, Beaufort West Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Willingness to assist at PHC Clinics in Sub-district. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<b><u>DUTIES</u></b>	:	Assist with the Management of the Burden of Disease according to the Comprehensive Health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<b><u>ENQUIRIES</u></b>	:	Ms J Nel Tel No: (023) 414 - 8200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.

- CLOSING DATE** : 08 August 2025
- POST 26/195** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**  
Cape Winelands District
- SALARY** : Grade 1: R476 367 per annum  
Grade 2: R583 989 per annum  
(plus, a non-pensionable rural allowance of 8% of the basic annual salary)
- CENTRE REQUIREMENTS** : Op die Berg Clinic, Witzenberg Sub-district  
Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be an appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
- DUTIES** : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mr. L Wawini Tel No: (023) 316-9600  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub-district for a period of 3 months from date of advert.
- CLOSING DATE** : 08 August 2025

**POST 26/196** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY AND NEONATOLOGY)**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R476 637 per annum  
Grade 2: R583 989 per annum

**CENTRE** : George Regional Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Obstetrics and Gynaecology and Neonatology Paediatric department. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetrics and Gynaecology and Neonatology Paediatric Department.

**DUTIES** : To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self-development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES** : Ms C Potts Tel No: (044) 802-4553

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 08 August 2025

**POST 26/197** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (MALE ADMISSION WARDS) (X3 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R451 533 (PN-B1) per annum  
Grade 2: R553 545 (PN-B2) per annum

**CENTRE** : Lentegour Hospital

**REQUIREMENTS** : Minimum educational qualification Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science.: Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade 1:** A minimum of 4 years

appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health and Wellness Skills to plan, organize and coordinate the service by analyzing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Mental health unit. Computer literacy in MS packages (Word, Excel and PowerPoint).

**DUTIES** : Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.

**ENQUIRIES** : Mr. MM Banzi Tel No: (021) 370-1248  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

**CLOSING DATE** : 08 August 2025

**POST 26/198** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (WARD D NEURO) (X1 POST) (RELIEF TEAM) (X1 POST)**  
 Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R476 367 per annum  
 Grade 2: R583 989 per annum

**CENTRE** : Western Cape Rehabilitation Centre  
**REQUIREMENTS** : Minimum educational qualification: Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years recognisable experience in Nursing after registration with SANC as a professional Nurse in General Nursing. **Grade 3** A minimum of 20 years recognisable experience in nursing after registration with SANC as a professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays when required by operational requirements. Competencies (knowledge/skills): Knowledge and understanding of Nursing processes, procedures and other relevant legal and ethical practises. Computer Literacy in MS Office and MS outlook. Good Communication skills. Good report writing skills.

**DUTIES** : Provision of optimal, holistic, Nursing Care within set standards and within a professional, legal framework as a Professional Nurse. Effective utilization of Human and Financial Resources to ensure optimal operational function in the area. Participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution.

		To maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms. H. Brenton Tel No: (021) 370-2314.
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/199</u></b>	:	<b><u>CSSD MANAGER</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Sterilization and Decontamination Services as a junior manager/supervisor. Inherent requirement of the job: Competencies (knowledge/skills): Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework. Understanding of and competency in Public Sector financial management system including budgeting and expenditure control. Understanding of and competency of Human Resource Management and Development particularly as it applies to the public levels and skills mix, skills development and training, discipline, and labour relations.
<b><u>DUTIES</u></b>	:	Manage, organize and control Central of Central Sterile Services Department (CSSD) and Gas Sterilization Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Conduct research and operational investigation.
<b><u>ENQUIRIES</u></b>	:	Mrs R. Sutcliffe Tel No: (021) 404-2092
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/200</u></b>	:	<b><u>PROGRAMME CO-ORDINATOR (TRAINING): CORPORATE AND WELLNESS TRAINING</u></b> Directorate: People Development
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town, based at Plumstead
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Appropriate 3-year Health related Diploma / Degree or equivalent, registrable with the South African Council for Social Service Professions or Health Professions Council of South Africa. Experience: Appropriate/ recognisable experience in adult training and facilitation. Appropriate/ recognisable experience in training coordination. Appropriate experience in adult training and facilitation and curriculum design. Appropriate experience in training material and assessment development. Appropriate experience in coordination and project management. Inherent requirement of the job: Valid code (B/EB) driver's license. Willingness to travel and work overtime. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context. Competencies (knowledge/skills): Knowledge of applicable Western Cape Health policies regulations and guidelines Service. Ability to use all relevant

computer applications effectively, independently and with ease. In-depth knowledge and understanding of the public health sector and adult education practices. Knowledge and understanding of project management and implementation. Ensure that corporate and wellness training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design.

**DUTIES** : Coordinate the development and operational implementation of the Corporate and Wellness training component. Coordinate training in the Corporate and Wellness educational programmes developed for health care workers. Coordinate the facilitation of in-service training, updating of skills and competencies. Coordinate the assessment of the competencies and skills of health care workers. Conduct content management and training outlines in respect of training programmes for health care workers. Assist with designing and conducting additional training as required. Effective management and utilisation of human resources.

**ENQUIRIES** : Ms N Calvert Tel No: (021) 763-5320  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 August 2025

**POST 26/201** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS**  
Chief Directorate: Rural Health Services

**SALARY** : R468 459 per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma / Degree or equivalent qualification. Experience: Appropriate experience as a Labour Relations Officer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent leadership and interpersonal skills. Good knowledge and understanding of Labour Law and applicable common law principles. Knowledge and understanding of the Skills Development acts and prescripts. Excellent Computer literacy in MS Word, Excel, PowerPoint and Outlook. Ability to work under pressure and independently. Excellent report-writing skills.

**DUTIES** : Provide the lines of management with expert advice on all Employee Relations issues and promote Employee Relations. Facilitate Employee Relations and Employee Wellness training and workshops as necessary within the Ecosystem. Support the grievance delegated authority to ensure compliance with policy. Case management with regard to matters of misconduct within the Hospital. Ensure and contribute to related workplace forums within the Ecosystem. Provide guidance, coordination and collaboration within the Ecosystem on matters of Employee Relations, Employee Wellness and People Development. Support the Hospital Management in ensuring an efficient and Organizational Rights driven IMLC to achieve labour peace. Ensure implementation of the strategies, manage and report on the operations and resources of the Labour Relations, Employee Wellness and People Development component. Support, coordinate and report on the implementation of organisational culture and change management strategies of the Hospital.

**ENQUIRIES** : Ms ZZZ Kwinana Tel No: (023) 348-1277  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and/or competency assessment. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from the date of advert.

**CLOSING DATE** : 08 August 2025

**POST 26/202** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R468 459 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of Human Resource Management. Appropriate supervisory experience. Appropriate PERSAL

experience. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Computer skills (MS Word, Excel and PowerPoint). Good communication skills (written and verbal).

**DUTIES** : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans, and oversee the training of staff. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.

**ENQUIRIES** : Ms G Engelbrecht Tel No: (021) 503-5017  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

**CLOSING DATE** : 08 August 2025

**POST 26/203** : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**  
 Chief Directorate: Metro Health Services

**SALARY** : R468 459 per annum  
**CENTRE** : Wesfleur Hospital  
**REQUIREMENTS** :

Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain and Financial Management. Appropriate experience in Patient Administration, Revenue and Hospital Fees Environment. Experience in Information Management, supervisory and People Management. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations, and procedures. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS Office). Extensive knowledge of revenue, information systems (HIS/CLINICOM, UPFS and SINJANI ICD 10 coding). Strong people management skills, ability to work in a team context and motivate team members. An aptitude for working with financial figures. Excellent leadership, analytical, problem-solving interpretation and analysing skills. In depth knowledge and experience pertaining to APL, BMI, Supply Chain Management prescripts, Financial and Revenue Management prescripts.

**DUTIES** : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand -, Acquisition -, Contract-, Logistics -, and Disposal Management. Manage, control, and monitor hospital budget and expenditure as well as income generation and projections. Plan, implement and maintain financial control and handle audit queries. Responsible for overall management of Revenue/Fees and Case Management, Cash Management, BAS and AR reconciliation, Accounts Receivable and billing. Control and manage Patient Administration Services which includes Admissions. Overall responsible for Information Management by monitor, control, analyse, interpret, and report monthly statistics of all departments. Manage all People Management related functions within the component.

**ENQUIRIES** : Dr LC Fillis Tel No: (021) 571 8040, Email: [Laurencia.Fillis@westerncape.gov.za](mailto:Laurencia.Fillis@westerncape.gov.za)

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

<b><u>NOTE</u></b>	:	Shortlisted candidates would be expected to complete a competency test as part of the evaluation process.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/204</u></b>	:	<b><u>ASSISTANT DIRECTOR: HR (PEOPLE MANAGEMENT SYSTEMS AND PERSAL HELPDESK)</u></b> Directorate: People Strategy
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum Head Office, Cape Town, Sub-directorate: Organisational Dynamics and Remuneration
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3 Year National Diploma or Degree or equivalent. Experience: Appropriate working experience in a PERSAL Helpdesk environment and related responsibilities. Appropriate experience and knowledge of the PERSAL system. Appropriate working experience on the application of Microsoft Word and Excel. Appropriate applicable supervisory experience. Inherent requirement of the job: Valid Code 8 (B, EB) driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing. Sound practical computer skills in MS Office (Word, Excel, Power Point), Outlook and Teams. Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities. Good organisational planning and time management skills. Computer literacy in Microsoft Office applications (Word and Excel). Leading and Supervising. Delivering Results and Meeting Customer Expectations. Deciding and Initiating Action. Working with People. Following Instructions and Procedures. Relating and Networking. Persuading and Influencing. Applying Expertise and Technology. Preparedness to work overtime, travel and overnight away when required.
<b><u>DUTIES</u></b>	:	Operationalise and coordinate the application of PERSAL functionality and processes and ensure credibility of information processed on the system. Operationalise and facilitate all PERSAL System training needs within the Department. Operationalise and manage the appropriate application of Central/Departmental codes, Access Security, Suspense file transactions and the Message broadcasting facility. Operationalise and implement System Change Control (SCC). People management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Klaasen, email: <a href="mailto:Melissa.Klaasen@westerncape.gov.za">Melissa.Klaasen@westerncape.gov.za</a> Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/205</u></b>	:	<b><u>CASE MANAGER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum Brackengate TCF
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in a Case Management/Medical Aid environment. Appropriate experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): The ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP).
<b><u>DUTIES</u></b>	:	Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission

to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H1, H2, H3 and Foreign patients.

**ENQUIRIES** : Mr A Kannemeyer Tel No: (021) 370-2318  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations. No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

**CLOSING DATE** : 08 August 2025

**POST 26/206** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**  
Chief Directorate: Metro Health Services

**SALARY** : R397 116 per annum  
**CENTRE** : Mowbray Maternity Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management, Patient Administration Reception and Medical Records Management. Appropriate supervision experience. Competencies (knowledge/skills): Appropriate knowledge and experience of information systems such as HIS, CLINICOM, SINJANI, JAC, including the Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18. Computer literacy. Good interpersonal relations and communication skills. Leadership skills.

**DUTIES** : Overall management and supervision of the Information Management, Patient Administration Reception and Medical Records Components. Monitor, control, analyse, interpret and report monthly statistics of the hospital. Maintain patient information systems and data quality. Ensure training and competency for all relevant hospital staff on Information and Patient Administration systems. Maintain an effective Medical Records and Registry. Ensure compliance to audit requirements.

**ENQUIRIES** : Mr E Swanepoel Tel No: (021) 659-5567  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

**CLOSING DATE** : 08 August 2025

**POST 26/207** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R397 116 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Human Resource Administration, PERSAL and/or Labour Relations experience. Appropriate supervisory experience. Appropriate experience in the PERSAL system. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance in the application of human resource policies and practices. Knowledge and implementation of Labor Relations standards and prescripts. Understanding of relevant legislation pertaining to Labor Relations. Ability to analyze data to compile management reports, detailing relevant trend analysis. Proficient in MS Office (Word, Excel and PowerPoint).

**DUTIES** : Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, Appointments, Pensions, PILIR, Structuring of packages, SPMS, Establishment Administration, RWOEE, Commuted Overtime and Recruitment

and Selection etc. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring compliance to Human Resources policies. Render sound labour relations practices at institutional level Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Render a service to the Institutional Management and Labor Committee (IMLC). Consult and advise management and Line management on all labour relations policies, procedures and interventions. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.

- ENQUIRIES** : Mr MR Abrahams Tel No: (021) 503-5018
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 08 August 2025
- POST 26/208** : **PHYSIOTHERPIST GRADE 1 TO 3**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R397 233 per annum  
Grade 2: R463 941 per annum  
Grade 3: R543 099 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's licence. Standby duties and overtime after hours and over weekends. Render a service as determined by the referral needs. Competencies (knowledge/skills): Ability to problem solve, organise, and prioritize patient treatments/discharge plans. Ability to work within the MDT. Ability to work independently. Good problem solving, interpersonal and communication skills. Computer literacy.
- DUTIES** : Assess and treat patients in Trauma, Neurology, Orthopaedic, OPD, Medical, Surgical, Paediatrics wards as well as High Care /Intensive Care units associated with these wards. Provision of basic seating and/or mobility assistive devices. Be responsible for administration related to patient care as well as departmental administration requirements. Support of supervisory structures / persons including resource management and adherence to HR pre-scripts. Assist in the clinical development and guidance of students. Render a service as determined by the referral needs.
- ENQUIRIES** : Ms M. Bezuidenhout Tel No: (023) 348-1275
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 08 August 2025

**POST 26/209** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT AND SUPPORT SERVICES**  
Overberg District

**SALARY CENTRE** : R397 116 per annum  
Swellendam-and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the Human Resource Administration, incl. PERSAL, and appropriate supervisory and support services experience. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license and willingness to travel within the sub-districts. Competencies (knowledge/skills): Sound knowledge of Human Resource Management and Contract Management policies. Computer literacy (MS Word, MS Excel, MS Teams, MS Office, PERMIS). Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking.

**DUTIES** : Responsible for the administration and effective implementation of policies and prescripts, including the approval of PERSAL transactions related to personnel provisioning, salary and personnel administration, OSD, and grade progression, as well as maintaining efficient recruitment and selection services. Render a support and advisory service ensuring adherence to all transversal personnel practices, including conditions of service, terminations, SPMS, establishment administration, and employment policies and procedures. Administer and monitor compliance to HR policies, ensuring compliance and rectification of Auditor-General reports as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions. -Responsible for the administration and effective management of service provider contracts (e.g., Security and Cleaning Services), maintenance departments, fleet and transport services, as well as food service units, laundries, and housekeeping departments across the two sub-districts. Manage the performance and supervision of HR and Support Services component staff, implement the disciplinary code when required and provide support to managers, supervisor and colleagues.

**ENQUIRIES APPLICATIONS** : Ms N Wege Tel No: (028) 514-8400  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : Candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 08 August 2025

**POST 26/210** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
Chief Directorate: Rural Health Service

**SALARY CENTRE** : R325 101 per annum  
Worcester Regional Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system. Knowledge of the Public

Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills to ensure effective report-writing. Computer skills (i.e. MS Office, Word, Excel and PowerPoint) and numeracy skills.

**DUTIES** : Ensure adherence and correct application to all transversal personnel practices, policies and procedures, including all employment practices, conditions of service and terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to personnel administration and Human Resource Management. Ensure capturing and approval of Persal transactions executed according to HR policies and timeframes. Execute audits to ensure compliance to HR policies. Manage and supervise subordinates including the development of HR Officials.

**ENQUIRIES APPLICATIONS** : Mr RM Hill Tel No: (023) 348-1274  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 08 August 2025

**POST 26/211** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (X2 POSTS)**  
Chief Directorate: Emergency and Clinical Support Services

**SALARY** : R325 101 per annum  
**CENTRE** : Emergency Medical Services (on the premises of Tygerberg Hospital)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain. Competencies (knowledge/ skills): Knowledge of and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Computer literacy (MS Office): Word, Excel, Outlook. Inherent requirements of the job: Valid Driver's Licence. Willingness to travel.

**DUTIES** : Ensure adequate demand planning. Responsible for relevant monthly and quarterly reporting. Maintaining procurement plan and issuance registers. Acquisition management of goods and service through EPS, transversal contracts and other means as prescribed in the AOS and SCM delegations. Responsible for system approvals as per delegations. Manage the effective implementation of processes to prevent late payments. Effective and efficient record keeping pertaining to SCM activities and processes. Regular and credible feedback to management. Responsible for the management of staff in the relevant SCM component. Assist in other components within Supply Chain Management as and when required.

**ENQUIRIES APPLICATIONS** : Ms S Overmeyer Tel No: (021) 830-1160  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post. Shortlisted candidates will be expected to undergo a practical assessment.

**CLOSING DATE** : 08 August 2025

**POST 26/212** : **ADMINISTRATIVE OFFICER: ADMISSIONS (FEES) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT)**

**SALARY** : R325 101 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Appropriate experience in a Fees-related environment, including hospital information systems.st. Experience: Appropriate experience in a Fees-related environment, including hospital information systems. Inherent requirements of the job: Competencies

(knowledge/skills): Good communication skills (verbal and written). Ability to solve problems prioritise and analyse, this includes implementing processes and follow through Ability to work under pressure and liaise with professional staff effectively with a strong sense of confidentiality. Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, AR Billing, JAC and Finance instructions, disciplinary code of conduct, Permis, Hectis and radiology systems.

**DUTIES** : Manage and supervise a 24-hour emergency and trauma unit and a large component of patient admin clerks. Management of clinicom, billing (AR), JAC, ICD10 coding, Hectis and other fees related systems in line with revenue generation projects. Manage HR, Labour issues including disciplinary processes wrt staff and submit monthly reports and statistics. Manage and ensure the cash collection and handover processes are followed effectively. Ensure accurate classification of patients and management of all administration duties.

**ENQUIRIES** : Ms A Swartz Tel No: (021) 404 2333  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 08 August 2025

**POST 26/213** : **SOCIAL WORKER GRADE 1 TO 4**  
 Overberg District

**SALARY** : Grade 1: R325 200 per annum  
 Grade 2: R397 119 per annum  
 Grade 3: R477 564 per annum  
 Grade 4: R585 441 per annum

**CENTRE** : Otto Du Plessis Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Bachelor's Degree in Social Work or equivalent qualification. Registration with a Professional Council: Registration with South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP. Competencies (knowledge/skills): Knowledge and understanding of the nature of human behaviour and the social service profession. Competent in Child and Youth Care services within the Child Care Act. Full knowledge of the Termination of Pregnancy Act 92 of 1992. Skilled in trauma debriefing/supportive counselling.

**DUTIES** : Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work services to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise/ attend meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities.

**ENQUIRIES** : Dr S Bothma Tel No: (028) 514-5400  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post. Candidates will be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who

apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of applicants will be considered for other similar posts within the Overberg District for a period of 3 months from date of advert.

- CLOSING DATE** : 08 August 2025
- POST 26/214** : **EMERGENCY CALL CENTRE AGENT (X2 POSTS)**  
Chief Directorate: Emergency and Clinical Support Services
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum  
: Emergency Communication Centre, Metropole  
: Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirements of the job: Computer literacy (MS office). Ability to work shifts as per roster. Willingness to work overtime when necessary. Competencies (knowledge/skills): Knowledge of the GEMC/CAD (computer aided dispatching system).
- DUTIES** : Receiving and capture incoming emergency calls on GEMS data system. Manage caller anxiety and stress. Interrogate the call and assess the nature and priority of the case. Dispatch the relevant emergency resources via radio as required. Monitor and control the progress of all emergency incidents. Maintain order and hygiene in control room.
- ENQUIRIES APPLICATIONS** : Ms P Masitho Tel No: (021) 932-1966  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for the post. Shortlisted candidates will be expected to undergo a practical assessment.
- CLOSING DATE** : 08 August 2025
- POST 26/215** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Cape Winelands District
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum  
: Stellenbosch Hospital  
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience of Asset Management and Warehousing within the public or private environment. Working experience in Procurement (Electronic Procurement System). Competencies (knowledge/skills): Knowledge and experience in electronic procurement systems, Logis and General Supply Chain Management concepts. Good interpersonal and communication skills. Be able to work accurately and under pressure.
- DUTIES** : Processing of Log 1's / PA's received from end users / stock. Procurement of stock (buy-out items) as well as store items and ensure all transactions comply with the legislative requirements. Maintain a contract file for all transversal contracts. Provide general administrative support to line managers including warehousing, asset management and payment functions.
- ENQUIRIES APPLICATIONS** : Mr. DM Pick Tel No: (021) 808-6112  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates may be subjected to a practical assessment. The pool of applicants will be considered for similar vacant post within Stellenbosch Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 08 August 2025
- POST 26/216** : **ADMINISTRATION CLERK: ADMISSIONS**  
West Coast District
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum  
: Louwville Clinic, Saldanha Bay Sub District  
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience with patient and information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, Sinjani etc. Appropriate administrative experience in a Health Facility. Inherent requirement of the job:

Valid (Code B/EB) driver's license and willingness to relief in other clinics. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point) and data capturing skills. Excellent filing and recordkeeping skills. Ability to work under pressure and to meet deadlines. The ability to accept accountability and responsibility and to work independently and in a multi-disciplinary team.

**DUTIES** : Act as first contact point for facility and managing the reception point, manage telephonic and client communication and responsible to make appointments. Keep records, file and retrieve folders, trace old folders, compile new folders and destruct folders. File patient folders, documents daily and handle all general administration duties. Maintain and schedule patient appointments on PHCIS. Do daily statistics and compile monthly statistics and give support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock control and act responsible with regards to service ethics, norms and standards.

**ENQUIRIES** : Mr. JA Julies Tel No: (022) 709 7225  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 August 2025

**POST 26/217** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
West Coast District

**SALARY** : R228 321 per annum  
**CENTRE** : Vredenburg Hospital, Saldanha Bay Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL or Related salary administration system and Recruitment and Selection. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and work overtime when required. Competencies (knowledge/skills): Good verbal and written communication skills. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer literate (i.e. MS office package, e-mail and internet). Ability to meet deadlines and to maintain confidentiality.

**DUTIES** : Perform all administrative duties pertaining to the personnel administration and salary administration functions e.g. appointments, service terminations, transfers, pension, leave, housing, injury on duty, distribution of monthly payslips and debt management and verify documents. Responsible for capturing transactions related to service terminations on PERSAL and audit personnel and leave records. Maintenance of effective recordkeeping systems and assist with registers related to PILIR, ORW's etc. Assist with recruitment and selection processes any other related support functions. Provide an effective support service to supervisor, component and management (i.e. relief duties and attending meetings).

**ENQUIRIES** : Mr. S Jooste Tel No: (022) 709 5082  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 August 2025

**POST 26/218** : **SENIOR SECURITY OFFICER**

**SALARY** : R228 321 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Registration with a Professional Council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate Security experience within a Healthcare institution. Inherent requirement of the job: Willingness to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must be willing to be deployed in different sections of security department. A Valid Drivers License Competencies (knowledge/skills): Knowledge of security prescripts, regulations, procedures and the Occupational Health & Safety Act. Good interpersonal communication skills

and ability to work in a team environment and independently. Be responsible, diligent and ability to work under pressure

**DUTIES** : Ensure that private security adhere to contract specification, not misutilising equipment and conduct crowd control. Supervise the inhouse security staff and apply HR and disciplinary processes. Monitor and patrol the buildings, parking areas and perimeter fencing and ensure effective key control. Investigate crimes and incidents, and compiling writing reports and statements. Ensure accurate entries are made in the Occurrence book by the security officers. Monitor the CCTV Control Room and ensure effective of access control.

**ENQUIRIES** : Mr S Ndzuzo Tel No: (021) 404-3111

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 08 August 2025

**POST 26/219** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R228 321 per annum

**CENTRE** : Oral Health Centre, Tygerberg/Mitchell's Plain Platform

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subjects and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Supply Chain Management and Financial Management. Appropriate experience in LOGIS. Appropriate experience in obtaining quotations on an electronic purchasing system and in bid/tender administration (EPS). Competencies (knowledge/skills): Computer literacy in MS Office, email and internet. Sound knowledge of PFMA, National and Provincial Treasury Instructions, AOS.

**DUTIES** : Perform tasks related to procurement administration such as inviting of quotes, supply of stock and to Maintain a database of contracts (ESL). Maintain O-9 files and follow-up with Suppliers on outstanding store stock and buy-outs (RCDY). Capture requisitions and other documentation on the Supply Chain (LOGIS) system. Communicate procurement request to the Quotation Committee and End User. Provide support to Manager and assist within the Supply Chain Component. Ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function. Perform duties related to EPS processes, evaluation and adjudication on system and apply the RFB (Request for Buyout) process when necessary.

**ENQUIRIES** : Ms. B. Linnert Tel No: (021) 937-3009

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

**CLOSING DATE** : 08 August 2025

**POST 26/220** : **ADMINISTRATION CLERK: WARDS**  
Overberg District

**SALARY** : R228 312 per annum

**CENTRE** : Hermanus Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (equivalent). Experience: Appropriate administrative experience in Hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Relieve in other departments as operational requires. Competencies (knowledge/skills): Good Communication Skills. Computer literacy (MS Windows Word, Excel). Strong organisational and communication skills.

**DUTIES** : (key result areas/outputs): -Deliver an effective comprehensive clerical service within facility. Support to nursing staff. Daily filling of all patient information on patient folders on discharge/transfers in an orderly manner. Effective utilisation and management of physical resources. Information management. Effective records management.

**ENQUIRIES** : Ms M Klem Tel No: (028) 312-1166

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test and competency assessment.

**CLOSING DATE** : 08 August 2025

**POST 26/221** : **ADMINISTRATION CLERK: FINANCE/ADMIN (PATIENT ADMINISTRATION AND FEES)**  
Chief Directorate: Rural Health Services

**SALARY** : R228 321 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (Grade 12 or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Result Areas (KRA's) of the post. Experience: Appropriate experience in Hospital Fees-related environment. Inherent requirement of the job: Excellent, written and verbal communication skills and ability to maintain confidentiality. Willingness to rotate within fees section. Competencies (knowledge/skills): Computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Knowledge and experience in Clinicom, Accounts Receivable (AR) systems, Basic Accounting System (BAS), Uniform Patient Fees Schedule (UPFS) Manual, Hospital Memorandum 18, JAC and Public Finance Management Act (PFMA).

**DUTIES** : Follow-up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related finance instructions, including management of foreign debtors. General fees administration and account-related duties/enquiries as per UPFS and billing requirements. Perform cashier duties, including allocation of external funders and debtor payments as well as completion of all BAS transactions e.g., deposits, day-ends, journals and special journals. Control the JAC Information and JAC Error Report. Complete the balancing and reconciliation processes between BAS and AR System. Relief colleagues and undertake various other clerical duties as and when required.

**ENQUIRIES** : Ms R Arendse/ [Raymone.Arendse@westerncape.gov.za](mailto:Raymone.Arendse@westerncape.gov.za) Tel No: (021) 860 2580

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 August 2025

**POST 26/222** : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**  
Chief Directorate: Metro Health Services

**SALARY** : R228 312 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in People Management administration and PERSAL. Competencies (knowledge/skills): Written and verbal communication skills. Computer literacy (MS Word, Excel, Power Point, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

**DUTIES** : Provide an efficient and comprehensive personnel and administrative function in line with relevant policy and prescripts. Provide an efficient PERSAL & Salary administration function. Provide an efficient and effective Recruitment and Selection in line with relevant policies and prescripts. Maintain effective record keeping. Provide an efficient support function to Supervisor, colleagues and Karl Bremer Hospital by efficient application of People Management Policies.

**ENQUIRIES** : Ms. MC Adonis Tel No: (021) 834-5887  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.

**CLOSING DATE** : 08 August 2025

- POST 26/223** : **ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)**
- SALARY** : R228 321 per annum  
**CENTRE** : Western Cape College of Nursing (Southern Cape Karoo Campus, George)  
**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience of system support/assistance Inherent requirement of the job: Valid (code B/EB) drivers license. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.
- DUTIES** : Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration Effective delivery of advanced clerical tasks Responsible for all student matters administration and related. Effective control of assets and ordering of stock.
- ENQUIRIES** : Dr S Mottian Tel No: (044) 813-1993  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 August 2025
- POST 26/224** : **ADMINISTRATION CLERK: SUPPORT (MEDICAL MANAGER)**  
 Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in an office environment and working in a patient administration service environment. Inherent requirements of the job: Valid driver's licence. Willingness to work overtime, public holidays, after-hours and weekends. Competencies (knowledge/skills): Ability to communicate effectively with medical & legal professionals and members of the public. Good general communication, interpersonal, organizational, report-writing and problem-solving skills. Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access). Appropriate experience in typing and minute-taking skills.
- DUTIES** : Effectively manage the Medicolegal office and the office of the Manager Medical Services (relief capacity). Relief in the Help Desk Manager role may occasionally be required. Effectively manage Medicolegal requests, including receiving, capturing, processing and finalizing medico-legal claim administration. Governance of the Medicolegal service, including support to the MMS; including ordering and control of stock / equipment, effective record keeping and folder management, reasonable maintenance of office equipment. Facilitate allied processes with regards to the requesting and subsequent issuing of information to patient who request access to their health record in line with the Provincial Access to Information Act, Financial Prescripts as well as the Protection of Personal Information Act.
- ENQUIRIES** : Dr. S Le Roux Tel No: (021) 918-1990  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for the post he pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 08 August 2025
- POST 26/225** : **ADMINISTRATION CLERK: WARDS**  
 Central Karoo District
- SALARY** : R228 312 per annum  
**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration in a hospital environment. Appropriate experience on Clinicom. Inherent requirements of

- the job: Willingness to work in different departments when needed. Competencies (knowledge/skills): Appropriate knowledge and experience in Hospital systems (PHCIS/CLINICOM/HECTIS/Sinjani). Good communication skills (verbal and written). Ability to function independently and within a team environment. Computer literacy (Ms Office: Word, Excel, and PowerPoint).
- DUTIES** : Rendering comprehensive clerical and administrative work. Provide administrative support to Supervisor and the Multidisciplinary team. Patient administration at ward level. Involvement in information Management at ward level. Coordinate ordering, maintenance and availability of stock and equipment.
- ENQUIRIES** : Mr T Ntombana Tel No: (023) 414-8200
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subject to practical testing. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from the date of advert.
- CLOSING DATE** : 08 August 2025
- POST 26/226** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSITO CLERK)**  
Central Karoo District
- SALARY** : R228 312 per annum
- CENTRE** : Beaufort West Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Financial and Supply Chain Management. Competencies (knowledge/skills): Appropriate knowledge and practical experience of the LOGIS System. Computer literacy (MS Word, Excel and Outlook). Ability to capture data accurately and record keeping. Sound theoretical and practical knowledge of policies regarding PFMA, Treasury Directives and legislation pertaining to Supply Chain Management environment and AOS.
- DUTIES** : Perform tasks related to procurement such as receiving of goods & services, supply chain stock and to maintain a database of contracts. Maintain 0-9 files and follow-up with Suppliers on outstanding store stock and buy-outs. Capture requisitions/issues and receipt vouchers documentation on the LOGIS system. Prepare order batches for payments. Filing and record keeping of receipt and issues vouchers. Provide support to Manager and assist within the Supply Chain Component. Ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function. Maintain open communications channel with suppliers. Ensure that all purchases are done according to existing state contracts and delegations.
- ENQUIRIES** : Mr R Cupido/ Ms E Abrahams Tel No: (023) 414-8200
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert.
- CLOSING DATE** : 08 August 2025
- POST 26/227** : **ADMINISTRATION CLERK: SUPPORT (NURSING) (X2 POSTS)**
- SALARY** : R228 321 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate secretarial and or Office Administration experience in a Health environment. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Knowledge of NIMS. Excellent typing skills, minute taking skills and Computer literacy (MS Word, Excel, PowerPoint and Office Outlook) (Proof of training attached). Good planning and organizational skills. Ability to work independently. Willingness to rotate to different portfolios within Nursing administration department, relief and other related duties.

**DUTIES** : Provide effective and efficient secretarial support and administrative support to Nursing. Manage the assistant manager nursing diary. Support to the management of nursing agency contract. Effective meeting management (minute taking and logistical arrangements) Provide effective /accurate typing and data capturing. Draft routine correspondence, submission and reports. Filling of documents timeously. Create register and maintain stats database for compilation of monthly reports. Meet deadlines and remain updated regarding relevant policies and procedures. Provide clerical support to nursing management for recruitment and selection processes, retainment and timeous submission of documentation to People management.

**ENQUIRIES** : Ms M Franken Tel No: (021 658-5187)

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 08 August 2025

**POST 26/228** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)**

**SALARY** : R228 321 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital

**REQUIREMENTS** : Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Basic understanding of PM Recruitment and Selection, Employment contracts, Employment equity and Permis. Ability to maintain confidentiality. Knowledge of PERSAL. Computer literacy (MS Word, Excel, PowerPoint and Office Outlook).

**DUTIES** : Co-ordinate and run Recruitment and selection process. Assist with compilation and placement of Advertisements. Perform general office administration duties pertaining to personnel administration within Recruitment and Selection. Assist with the PERMIS and SPMS process. Accurate record keeping as well as attending to enquires/ correspondence.

**ENQUIRIES** : Ms S Share Tel No: (021 658 5405)

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 08 August 2025

**POST 26/229** : **TELKOM OPERATOR**

**SALARY** : R193 359 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).

**DUTIES** : Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX and VOIP systems. Monitor, place and record all cellular, national and international calls made. Keep records of speed dial number. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.

**ENQUIRIES** : Ms M Fredericks Tel No: (021) 658-5111

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 08 August 2025

**POST 26/230** : **HEALTH PROMOTER**  
Chief Directorate: Metro Health Services

**SALARY** : R193 359 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Southern Western Sub-structure Office, Lady Michaelis CDC
	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7) Experience: Appropriate experience in working in communities and informal settlements. Hospital / Clinic experience Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to render relief duties at the PHC platform within Southern Western Sub-structure when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Render a Health Promotion service within Facilities and surrounding Community and provide Geographical support. Plan and implement health projects in facilities, schools and communities to meet objectives and assist in strengthening COPC in the community. Liaise with stakeholders to promote an integrated approach to healthcare. Render Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective records of activities and consumables. Work together with students, assist them with health promotion projects, and compile community profiles. Support to Facility Manager at Facilities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms LE Van Wyk Tel No: (021) 797-8171
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Health Promoter posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment 08 August 2025
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/231</u></b>	:	<b><u>ARTISAN ASSISTANT</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of facility maintenance, welding and plumbing with general electrical knowledge. Inherent requirements of the job: Valid (Code B/EB) driver's license. Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Must be able to work on heights i.e. on ladders and scaffolding. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Ability to use a conventional lathe or milling machine.
<b><u>DUTIES</u></b>	:	Effective and efficient assistance with maintenance and repairs of plumbing components, including projects, installations and alterations, as well as minor maintenance on buildings and facility grounds which include: Welding work as required. Unblocking of sewer lines and toilets. Unblocking basins. Geyser installation. Assist and perform preventative maintenance on plant and equipment. Efficient and effective stock control. Efficient and effective control over equipment, tools and working area. An effectively supported HR function.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/232</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE</u></b>	:	Beaufort West Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, public holidays and overtime. Willingness to rotate within the facility and to work at other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<b><u>ENQUIRIES</u></b>	:	Mr TW Ntombana Tel No: (023) 414-8200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/233</u></b>	:	<b><u>TRADESMAN AID (TECHNICAL SERVICES)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Grade 10 (or equivalent). Experience: Appropriate experience in a maintenance environment. Inherent requirements of the job: Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Effective and efficient assistance of maintenance and repair functions, including project, installations and alterations. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.
<b><u>ENQUIRIES</u></b>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/234</u></b>	:	<b><u>OPERATOR: TUBE FEED ROOM</u></b>
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7) Experience: Appropriate experience in a hospital tube feed service. Inherent requirements of the job: Willingness to work overtime on public holidays and weekends. Physically able to perform physical tasks such as lifting, packing, and pushing heavy trolleys. Competencies

- (knowledge/skills): Ability to read and write. Basic numerical skills with an ability to adapt tube feed recipes. Basic knowledge of nutritional products. Knowledge of kitchen hygiene practices. Basic knowledge of storekeeping and stock management. Good communication skills.
- DUTIES** : Basic stock taking, Perform basic administrative tasks as required within the department. Delivery and dispensing of tube feeds and supplements. Maintain optimal hygiene standards in the Tube Feed Room and store area. Preparation of tube feeds and oral supplements in the Tube Feed Room.
- ENQUIRIES** : Ms A du Toit Tel No: (021) 404 4471
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical assessment Basic stock taking, Perform basic administrative tasks as required within the department. Delivery and dispensing of tube feeds and supplements. Maintain optimal hygiene standards in the Tube Feed Room and store area. Preparation of tube feeds and oral supplements in the Tube Feed Room.
- CLOSING DATE** : 08 August 2025
- POST 26/235** : **LINEN STORES ASSISTANT**  
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience of handling linen within a health environment. Inherent requirements of the job: Willingness to work overtime, after- working hours, weekends and public holidays when operationally required. Competencies (knowledge/skills): Perform hard physical tasks, e.g. lifting of heavy linen bags to and from the linen bank and wards Knowledge of stock and infection control. Knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen.
- DUTIES** : Maintain a high standard of cleanliness, hygienic and safe environment. Daily collection of dirty, fouled and infected linen (in bags) from wards to the linen bank. Delivering of clean linen to the wards. Daily sorting, counting and sluicing of dirty linen prior to transfer of linen to Central Laundry. Daily issuing, unpacking and checking of clean linen. Provide a supporting service to the supervisor.
- ENQUIRIES** : Mr. M Arafdien Tel No: (021) 940-4427
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 08 August 2025
- POST 26/236** : **PORTER**  
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
- CENTRE** : Khayelitsha CHC
- REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts, including night shifts. Willingness to handle dead bodies/corpses. Must have sober habits to ensure safety and reliability on the job. Competencies (knowledge/skills): Ability to work under pressure and work in a team. Good interpersonal and communication skills. Ability to handle heavy objects. Ability to handle conflict.
- DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa. Transferring deceased patients to the mortuary and complete registers. Delivery of medical documentation (patient files, reports, etc.) to the reception area, including the pharmacy. Delivery of medical equipment, suppliers, and other items like blood

		samples and medical records. Responsible for the cleanliness, maintenance, and reporting of defects of trolleys and wheelchairs. Effective support to colleagues and supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr T Lewela Tel No: (021) 360-5209
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be required to undertake a pre-entry assessment test/practical assessment and formal interview.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/237</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (SESSIONAL: 20 HOURS PER WEEK)</u></b> Chief Directorate: Rural Health Services (6 Months Renewable)
<b><u>SALARY</u></b>	:	Grade 1: R262 per hour Grade 2: R306 per hour Grade 3: R358 per hour
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in the Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Ability to work flexible and after-hours. Competencies (knowledge/skills): Knowledge of protocols and radiation protection. Quality assurance and equipment safety. Good interpersonal skills and performance effectively as part of a multidisciplinary team. Knowledge of PACS and Radiology information systems. Good communication skills.
<b><u>DUTIES</u></b>	:	Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping and management of radiology unit at George Regional Hospital. Assist with training of junior radiographers. Participate in continuing professional development activities.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Loff Tel No: (044) 802-4567
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Radiographer (Diagnostics) posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 August 2025