



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 27 OF 2025  
DATE ISSUED 01 AUGUST 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: NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that the post of Director: Stakeholder Management, Cooperative Governance and Protocol in the Office of the Premier advertised in the Public Service Vacancy Circular 26 dated 25 July 2025 with the closing date 08 August 2025, the reference number was erroneously captured as Ref: NWP/OOP/2023/47. The correct Reference number is REF NO: NWP/OOP/2025/47.

## NATIONAL DEPARTMENTS

## INDEX

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE AND RURAL DEVELOPMENT	A	04 - 05
EMPLOYMENT AND LABOUR	B	06 - 09
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	C	10 - 11
GOVERNMENT TECHNICAL ADVISORY CENTRE	D	12 - 14
HIGHER EDUCATION AND TRAINING	E	15 - 46
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	47 - 62
MINERAL AND PETROLEUM RESOURCES	G	63 - 65
NATIONAL SCHOOL OF GOVERNMENT	H	66 - 67
NATIONAL TREASURY	I	68 - 75
OFFICE OF THE CHIEF JUSTICE	J	76 - 80
SPORT, ARTS AND CULTURE	K	81 - 87
TOURISM	L	88 - 94
WATER AND SANITATION	M	95 - 97
WOMEN, YOUTH AND PEOPLE WITH DISABILITIES	N	98 - 99
THE PRESIDENCY	O	100 - 101

## PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	P	102 - 107
GAUTENG	Q	108 - 114
KWAZULU NATAL	R	115 - 116
LIMPOPO	S	117 - 127
MPUMALANGA	T	128 - 140
NORTHERN CAPE	U	141 - 142
NORTH WEST	V	143 - 144
WESTERN CAPE	W	145 - 188

## DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (PDARD)

**APPLICATIONS**

- : Application Procedure:
- Free State Province:** Email: [recruitment@dard.gov.za](mailto:recruitment@dard.gov.za) for attention Ms S Hlekiso or hand delivered at Admin Building, 1st Floor, Room 228, Glen College of Agriculture, Glen, for attention Ms S Hlekiso.
- Gauteng Province:** please apply online at <http://professionaljobcentre.gov.za> or Hand Deliver at Ground floor, Main entrance 56 Eloff Street, Umnotho House Johannesburg.
- KwaZulu Natal Province:** Email: [kznjobssouth@dard.gov.za](mailto:kznjobssouth@dard.gov.za) or hand delivered at the following stations: Cedara Office Reception (Head Office) at 01 Cedara Road, Pietermaritzburg or South Service Centre Offices (Hilton) at 4 Pin Oak Avenue, Hilton or North Service Office (Richards Bay) at Lot 11634, Corner of Verbena and Aloe Loop Street, Veld 'n Vlei, Richards Bay.
- Mpumalanga Province:** Email: Applications quoting relevant reference number should either be hand delivered, posted or e-mailed to the following addresses: For Head Office: to the Director: Human Resource Management & Development, Samora Machel Building, Private Bag X 11219, Riverside Park, Mbombela, (1200) or Email: [dardlearecruitment-ho@mpg.gov.za](mailto:dardlearecruitment-ho@mpg.gov.za).
- Ehlanzeni District Office:** to the District Director, Block 4, Aqua Street, PO Box 266, Riverside Park, Mbombela, (1200) or Email: [dardlearecruitment-ehls@mpg.gov.za](mailto:dardlearecruitment-ehls@mpg.gov.za).
- Bohlabela District Office:** to the District Director, 101 Main Road, Private Bag X1321, Thulamahashe, (1365) or Email: [dardlearecruitment-ehln@mpg.gov.za](mailto:dardlearecruitment-ehln@mpg.gov.za).
- Gert Sibande District Office:** The District Director, 44 Church Street, Private Bag X 9071, Ermelo (2350) or Email: [dardlearecruitment-gs@mpg.gov.za](mailto:dardlearecruitment-gs@mpg.gov.za).
- Nkangala District Office:** to the District Director, Ebhudlweni Building, Government Complex, Private Bag X 4017, KwaMhlanga (1022) or Email: [dardlearecruitment-nka@mpg.gov.za](mailto:dardlearecruitment-nka@mpg.gov.za).
- Northern Cape Province:** Email: [blommiejacobs@ncpg.gov.za](mailto:blommiejacobs@ncpg.gov.za) or [tpika@ncpg.gov.za](mailto:tpika@ncpg.gov.za) or Private Bag X5018, Kimberley, 8301 or Hand Deliver to: 162 George Street, Kimberley, 8301
- North-West Province:** Email: [Dardrecruitment-HO@nwpg.gov.za](mailto:Dardrecruitment-HO@nwpg.gov.za) for Attention: Ms. Keneilwe Modiegi or hand delivered to the Director Human Resource Management, Department of Agriculture and Rural Development, Ngaka Modiri Molema District Office, (Training Centre Building), Corner Onkgopotse Tiro Road Mmabatho
- Western Cape Province:** Western Cape Department of Agriculture: Candidates are to only use the online application portal at [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>

**CLOSING DATE**

: 15 August 2025 at 16:00

**NOTE**

: Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. Candidates are discouraged from submitting duplicate applications. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts, or the Department is affected by any process such as, but not limited to, restructuring or reorganization of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae which may be submitted as per the instruction in the application procedure. Note only the Z83 and detailed Curriculum Vitae should be attached. The Department of Agriculture and Rural Development will not be held responsible for server delays where applicants are permitted to use the e-recruitment system. Certified copies of Identity Document, Grade 12 Certificate, highest required qualifications and proof of professional registration as well as a driver's licence, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result

in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). All shortlisted candidates are required to undertake two pre-entry assessments. One will be a practical assessment and the other will be an integrity (Ethical Conduct) assessment. Selection committees will score both pre-entry assessments as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. Important: PDARD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in PDARD through the filling of posts. The Department reserves the right not to fill a position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the PDARD assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. Your privacy and data security are of paramount importance to us. By applying for any of these posts, you consent to the collection, processing (including dissemination to third parties for purposes of verification of qualifications, credit record, criminal record, etc), and storage of your personal information for recruitment and selection-related activities only. The PDARD is committed to safeguarding your privacy and maintaining the trust you place in us. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. PDARD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

#### **OTHER POST**

<b><u>POST 27/01</u></b>	:	<b><u>ASSISTANT AGRICULTURAL PRACTITIONER (X231 POSTS)</u></b> (7 Provinces) Three (3) years fixed term contract (Placement will be done according to the allocated number of posts in the province).
<b><u>SALARY CENTRE</u></b>	:	R193 359 per annum, (plus 37% in lieu of benefits)
	:	Free state Province Ref No: FSDARD01/2025 (X36 Posts)
	:	Gauteng Province Ref No: GDARD2025/01 (X44 Posts)
	:	KwaZulu Natal Province Ref No: KZNDARD01/2025 (X34 Posts)
	:	Mpumalanga Province Ref No: MPDARD01/2025 (X52 Posts)
	:	Northern Cape Province Ref No: NCDARD01/2025 (X30 Posts)
	:	North-West Province Ref No: NWDARD01/07/2025 (X21 Posts)
	:	Western Cape Province Ref No: WCDARD01/2025 (X14 Posts)
<b><u>REQUIREMENTS</u></b>	:	A three-year Diploma in Agriculture (NQF level 06 or higher). Compulsory registration with South African Council for Natural Scientific Professional (SACNAP). No Experience Required. A valid code B driver's license. Knowledge, Competencies and skills: Knowledge of extension methodology, good communication skills (verbal and written), basic reporting skills, a basic level of public speaking, understanding of group dynamics and the ability to communicate with clients and farmers. Applicants must be prepared to physically visit farmers (farms or projects) within the areas where they will be placed.
<b><u>DUTIES</u></b>	:	To assist in rendering general agricultural advice to internal and external clients and to ensure sustainable development. Assist in demonstration of farming methods, to ensure efficient utilization resources like soil, water, veld, money, and others. Assist in organizing farmers day and information sessions etc. Assist in conducting farm visits and use visitation tools for impact assessment and the development of farm business plans. Source technical and functional

input from specialists as required by producers. Assist in providing clients with information concerning financial assistance. To assist in providing technical support on all agricultural projects, food security initiatives, and land development support programs, assist with planning, advice, facilitation of training and after-care. Assist in identification and mobilize interest groups to form entities or institution. Assist in organizing meetings to identify training needs. Assist to facilitate capacity building and provide aftercare. Assist in the facilitating the development and implementation of business plans. Assist in the establishment and revival or inactive projects. Assist in establishing and maintaining home gardens. To assist in promoting a pluralistic approach and partnerships with relevant agricultural stakeholders and organized agriculture. Assist in gathering and analyzing relevant information, assist with identification of problems areas and prioritization thereof, e.g. conduct extension surveys. Assist to facilitate the establishment of cooperatives, farmer's associations, interest groups etc. To assist in the promotion of sustainable production of agricultural products thus working with Agricultural advisors. Facilitate the identification of real and perceived needs. Establish structures to address the needs identified. Assist in building capacity of clients in to enable them to fulfil their own needs. Assist in providing inputs for the implementation of best practice, technologies, and latest trends. Support the implementation of programs. Assist in evaluating the success / effectiveness of production systems. Provide continuous support to ensure sustainable production. Perform administrative and related functions. Study technological advances and best practices to enable him / her to perform the extension function according to the required standards. Keep relevant database up to date (including a register of farmers within the area of operation). Compile and submit monthly and quarterly reports. Comply with the Public Service prescripts, departmental policies, procedures, technologies, and new developments to be able to render efficient and effective extension services. Safe keeping physical assets (where applicable).

#### **ENQUIRIES**

: **Free state Province:** Ms NF Ngulube at (079) 228 1042  
**Gauteng Province:** Ms Gugu Nevondo at 072 756 5262  
**KwaZulu Natal Province:** Mr NL Ntshangase Tel No: (033) 343 8133 or Mrs. RN Ndwandwe Tel No: (033) 343 8498  
**Mpumalanga Province:** Ms. S.P Shongwe Tel No: (013) 766 6003 or Ms. N.E Hlatshwayo Tel No: (013) 766 6110  
**Northern Cape Province:** Ms L. Phayane Tel No: (067)166 2580  
**North-West Province:** Ms K Modiegi, Tel No: (018) 384 3134  
**Western Cape Province:** Mr JD Aries Tel No: (021) 808 5103

#### **NOTE**

: Candidates are encouraged to only apply within their own area and must indicate their province of preference for placement purposes. Preference will be given to youth, woman and people living with disabilities.

**DEPARTMENT OF EMPLOYMENT AND LABOUR**

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

**CLOSING DATE**

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

**NOTE**

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and

a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

#### **MANAGEMENT ECHELON**

<b><u>POST 27/02</u></b>	:	<b><u>DIRECTOR: BUSINESS DEVELOPMENT REF NO: HR4/25/07/01</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum, (all- inclusive)
<b><u>CENTRE</u></b>	:	Sheltered Employment Enterprise, Silverton, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at NQF level 7 as recognised by SAQA in Marketing Management/ Business Administration/Management/ Communications. Valid Driver's license. Five (5) years Middle/Senior Management experience in Marketing/business/sale and Stakeholders management. Knowledge: Business development, Professional Sales, Manufacturing environment, Product Development, Project Management, Marketing campaigns, Financial budgeting and reporting, Policies and Procedures, Strategy Development and Corporate Governance Skills: Problem Solving, Initiative, Strong Communication, Consultative, Strategic Planning, Presentation, Project Management, Time management, Planning and organizing, Analytical/ judgment and decision making, Negotiation and good existing network, Assertiveness and Computer literacy.
<b><u>DUTIES</u></b>	:	Develop and manage SEE Business Strategy, Develop and Monitor the implementation of SEE Sales and Customer Relationship Strategies, Develop and monitor the implementation of Marketing Strategy, Identify and manage Strategic Alliances and ventures, provide detailed information on the progress of marketing and sales activities and Manage all the resources of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. For Attention: Sub-directorate: Human Resources Operations, Head Office. Email: <a href="mailto:Jobs-See31@labour.gov.za">Jobs-See31@labour.gov.za</a>

#### **OTHER POSTS**

<b><u>POST 27/03</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all- inclusive)
<b><u>CENTRE</u></b>	:	Labour Centre: Komani, Eastern Cape Province Ref No: HR4/4/1/34 (X1 Post) Labour Centre: Fort Beaufort, Eastern Cape Province Ref No: HR4/4/1/35 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three years' (3) National Diploma (NQF6)/ Under graduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science means.(Developmental Studies, Social Work and 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 and Project Management, Commerce (General), Administrative Information Management, Administrative Management, three (3) years' legal qualification in 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. Drivers 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. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, interpersonal, Conflict Management, Leadership and Project Management.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives as per the mandate of Department of Employment and Labour. Represent the Department in key stake-holder forums including interdepartmental structures of government and

		municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Mbongwana Tel No: (043) 701 3128
	:	Chief Director: Human Resources Management: Private Bag X9005 East London, 0001 or hand delivers at 3 Hill Street, East London, 5200. E-mail: <a href="mailto:Jobs-EC2@labour.gov.za">Jobs-EC2@labour.gov.za</a> For Attention: Sub-directorate: Human Resources Operations, East London
<b><u>POST 27/04</u></b>	:	<b><u>ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR REF NO: HR 4/4/8/923</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum
	:	Provincial Office: Free State
	:	An undergraduate qualification at NQF 6 as recognised by South African Qualifications Authority (SAQA) in Social Science (Psychology)/ Bachelor of Arts (Psychology)/ Public Administration/ Public Management/ Business Administration/ Business Management. Driver's license. Two (2) years supervisory experience. Two (2) years functional experience in Public Employment Services/ Programmes. Knowledge: ILO Conventions. Financial Management. Human Resource Management. Knowledge management Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Information management.
<b><u>DUTIES</u></b>	:	Provide operational and technical support to labour centre for the delivery of effective work-seeker registration services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Maneli Tel No: (051) 505 6203
	:	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-fs10@labour.gov.za">jobs-fs10@labour.gov.za</a> For Attention: Sub-directorate: Human Resources Operations, Free State
<b><u>POST 27/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/25/08/01HQ</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum
	:	Head Office: Pretoria
	:	Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Labour Relations/ LLB. Valid driver's license. Four (4) years' experience of which two (2) years at Supervisory level (Senior Admin Officer/ Practitioner) and two (2) years functional experience in Employment Relations services. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management Policies, Collective bargaining agreements, Public Service Commission, Public Service Co-ordination Bargaining Council's Resolution, Policy/ guideline formulation, Public Finance Management Act. Skills: Management, Problem solving, Organization, Leadership, Interpretation of legislation/ policies, Budgeting/ Financial, Negotiation, Verbal/ written communication, Presentation.
<b><u>DUTIES</u></b>	:	Finalize all grievances and complaints received from employees in the department. Process and finalize all misconduct cases in the department. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage information and records of all activities in the employment relations section. Coordinate the finalization of all the disciplinary cases in the department. Manage resources of the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. T Makuya Tel No: (012) 309 4130
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. For Attention: Sub-directorate: Human Resources Operations, Head Office. Email: <a href="mailto:Jobs-HQ11@Labour.gov.za">Jobs-HQ11@Labour.gov.za</a>



<b><u>POST 27/06</u></b>	:	<b><u>TEAM LEADER REF NO: HR 4/4/4/03/02 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Benoni Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) 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.
<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). 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.
<b><u>ENQUIRIES</u></b>	:	Mr R Reddy Tel No: (011) 747 9609
<b><u>APPLICATIONS</u></b>	:	47 Empire Road, Park Town, Johannesburg, 2001 Hand deliver at 47 Empire Road, Park Town for attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng or Email: <a href="mailto:Jobs-GP9@labour.gov.za">Jobs-GP9@labour.gov.za</a> (Benoni Labour Centre)

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**

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

<b><u>APPLICATIONS</u></b>	:	The Director-General (DG) of GCIS, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or emailed to <a href="mailto:recruitment8@gcis.gov.za">recruitment8@gcis.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms P. Kgopyane
<b><u>CLOSING DATE</u></b>	:	15 August 2025
<b><u>NOTE</u></b>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

**OTHER POST**

<b><u>POST 27/07</u></b>	:	<b><u>DEPUTY DIRECTOR: WORK-STUDY/ORGANISATIONAL DESIGN SPECIALIST</u></b> Directorate: Human Resource Management (Twelve 12-Months Contract)
<b><u>SALARY</u></b>	:	R896 463 per annum (Level 11), (all-inclusive remuneration package), plus 37% in lieu of benefits.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF Level 6, as recognised by SAQA, in Public Management /Administration/Operations Management / Management Services/ Industrial Psychology/ Human Resource Management or related equivalent qualification. Minimum of five (5) years' relevant junior management/supervisory experience in Organisational Design, Job Evaluation, Organisational Development in the public sector, private sector or both. Key Requirements: In-depth knowledge of

organisational design principles, job analysis, and job evaluation (including the Equate system). Proven experience in managing organisational design and job evaluation processes. Strong understanding of the Public Service Regulatory Framework, Public Service Act, Public Finance Management Act, Treasury Regulations, and other relevant legislative frameworks. Experience in developing and aligning job descriptions and organisational structures. Proficiency in business process mapping, research, and benchmarking. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy development, and report writing skills. Demonstrated leadership, people management, and project management abilities. Computer literacy (MS Office) and knowledge of the PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.

## **DUTIES**

: Manage organisational structure development and alignment: Manage the development and implementation of organisational structure aligned to Departmental strategies. Conduct structural design investigations and job analysis, including coordinating research performed by internal analysts and external service providers. Ensure alignment of organisational structure development to the Organisational Design Toolkit and directives issued. Facilitate the mapping of organisational processes and maintenance of the organisational process database. Facilitate benchmarking and feasibility studies to ensure structures remain relevant and efficient. Manage organisational design and related assessment projects, including logistics. Manage the compilation of job descriptions: Manage the development, timely review, and updating of job descriptions in line with regulatory requirements. Ensure the completeness of job descriptions for the Department. Maintain the Departmental job description database, ensuring accuracy and accessibility. Manage the job evaluation process: Ensure adherence to established job evaluation policies, directives and regulatory requirements. Coordinate the creation of awareness and promotion of job evaluation processes within the Department. Facilitate job evaluation interviews, ensuring proper representation and accurate job capturing on the Job Evaluation system. Develop and implement organisational design policies and strategies that support a high-performing organisation. Conduct workshops to create awareness on Organisational Design interventions. Ensure skills transfer. Facilitate a benchmarking exercise where necessary. Oversee quality assurance processes before presentation to job evaluation panels. Manage accurate and timely presentations of job evaluation panels. Administration and Reporting: Facilitate the development and review of the Job Evaluation Policy. Manage the accurate capturing of organisational design and job evaluation data for Departmental reporting. Coordinate logistical arrangements for job evaluation panels and interviews, ensuring accurate documentation, inclusive of minutes and record-keeping. Facilitate submission compilation and monitor the approval of the recommendations. Coordinate the appointment and training of Job Analysis and panel members. Manage enquiries related to organisational design and job evaluation. Produce organisational design and job evaluation reports, inclusive of statistical data. Conduct awareness workshops and educate employees on organisational design, job description compliance, and other relevant topics through various communication channels including workshops and newsflashes. Stakeholder Management: Establish and maintain strategic partnerships within Departmental Branches and external stakeholders regarding organisational structure, design, job descriptions and job evaluation. Facilitate consistent communication and engagement with key stakeholders to ensure alignment and support for organisational design initiatives. Represent the Department at National organisational design structures. Please detail courses passed in the CV as per the academic transcript.

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

: Mr P Kwerane Tel No: (012) 473 0407  
: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

<b><u>APPLICATIONS</u></b>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <a href="https://erecruitment.gtac.gov.za/erecruitment/">https://erecruitment.gtac.gov.za/erecruitment/</a>
<b><u>CLOSING DATE</u></b>	:	15 August 2025 at 12 pm.
<b><u>NOTE</u></b>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

**MANAGEMENT ECHELON**

<b><u>POST 27/08</u></b>	:	<b><u>DIRECTOR: FINANCE (JOBS FUND PMU) REF NO: G07/2025</u></b> Term: 24 Months Fixed-Term contract
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the salary level.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A bachelor's degree/ Advanced Diploma (NQF Level 7) in Finance, Accounting, Business, Public Administration or related field. A Postgraduate qualification in Economic Sciences, Development Studies, Finance or Financial Management will be advantageous. 6 years of experience in budget preparation and/or accounting program analysis in a public or governmental setting. 5 years of experience at a middle/senior management level. Competencies Required: Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's own organisation or other organisations. This includes the ability to identify the real decision makers; the individuals who can influence them, and to predict how new events or situations will affect individuals and groups within the Department. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organises work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to

accomplish goals; monitors progress and evaluates outcomes. Effective Communication: Ability to transmit and receive information clearly and communicate effectively with others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Resilience: The ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Public Finance: Field of economics that studies government activities and the alternative means of financing them. Financial Analysis: A project evaluation technique which is undertaken from the perspective of the individual or agency, rather than having an economic or system-wide perspective, as used in cost-benefit analysis. It deals with the costs and revenue flows from the point of view of a firm or individual; it traces the investment's monetary effects. Economics and/or Finance: The Science that studies the allocation of resources to satisfy unlimited wants for capital. Corporate Finance: A specific area of finance dealing with the financial decisions corporations make and the tools as well as analysis used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques, with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds cost of capital, without taking excessive financial risks. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardisation processes. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process, and public affairs as it pertains to NT, including the ability to monitor legislation that is of interest to Treasury. Utilises a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

## **DUTIES**

:

To provide strategic and operational financial leadership and support for the Jobs Fund. Strategic Support: Analysis of financial data to provide input into the Fund strategy. Support fundraising activities for the Fund. Manage the budget process for the fund, including preparation of submissions and presentations. Develop Jobs Fund Strategic Business Case and implementation plans. Provide input to GTAC policies. Revise Jobs Fund Governance Committee Terms of References. Provide input to the Jobs Fund Balanced Scorecard. Develop unit operational plans and report on progress. Contribute to the Jobs Fund learning agenda. Provide input into annual programme performance and quarterly reviews. Monitor changes to applicable legislation and ensure Fund compliance with PFMA and other applicable legislation. Advance Fund Learning Agenda by hosting brown bags. Manage Jobs Fund Budget: Provide inputs to the budget cycle and oversee all budget-related processes including preparation of submissions for: Medium Term Expenditure Framework (MTEF); Estimates of National Expenditure (ENE); Rollover Requests.; Retention of Surplus Funds; Engagements with Public Finance; Monthly budget reports; quarterly fund transfers and cost recovery and Ad hoc requests for budget-related information. Manage Jobs Fund Programme's operational and grant budget, including the analysis of historical spending patterns, budget projections, the monthly drawings programme and annual procurement plan. Manage quarterly transfer of funds. Manage the processing of grant payments (budget of R300 – R700 million per annum) and record keeping. Manage the operational expenditure (R56 million – R80 million per annum). Ensure invoices are complete and are aligned to the agreed-upon terms before processing. Keep track of service provider payments against contracted deliverables. Oversee the cost recovery process between National Treasury and GTAC, as well as the quarterly transfer of fund requests. Manage the Jobs Fund Risk Register. Manage the Jobs Fund asset register. Develop financial reports for forecasting, trend analysis, and disseminating results. Monitor, identify, and communicate over-expenditures to internal clients.

Analyse monthly department budgeting and accounting reports to maintain expenditure controls and submit monthly reports. Plan, organise, coordinate, schedule and evaluate budgetary activities. Compile and analyse accounting records and other data to determine the financial resources required to implement the programme. Direct the preparation of regular and special budget reports. Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Interpret budget directives and establish policies for carrying out the mandate. Procurement and Contract Management: Develop Terms of References for the procurement of Goods & Services for the Jobs Fund. This includes procurement of service providers for project evaluations, audits, etc. Serve as a Bid Evaluation Committee member for Jobs Fund bids (Open Tenders, Requests for Proposals and Requests for Quotations). Oversee the management and engagement of service providers on contracting matters. Prepare extensions where required and prepare quarterly service provider reviews and project closeout documentation. Formulate Instructions to Perform Work (IPWs) with service providers. Manage project deliverables, review deliverables and collate input from various stakeholders. Liaise with service providers and promote a culture of adherence towards efficiency and effective application of value for money. Formulate the specifications for the procurement of goods and capital equipment. Reporting: Provide input into the Annual Performance Plan (APP) of the National Treasury and report on the achievement of the Fund's performance indicators. Prepare and submit Fund inputs to the National Treasury Annual Report. Provide input for the quarterly Jobs Fund Portfolio Report, which is submitted to the Minister of Finance. Conduct research and assist with Jobs Fund newsletters and ministerial highlights. Research, compile, maintain, and update budgetary and forecast data to provide management with expenditure data, trend analyses and recommendations. Perform expenditure analysis to inform management of budget variances, explain causes, and measure impact on department mission and resources. Internal Audit and AG Report: Conduct walkthroughs to ensure controls are operating effectively. Prepare responses to audit queries and requests for information. Conduct investigations on cases of non-compliance with prescripts. Review audit reports and supervise the implementation and follow-up of audit findings. Provide advice on financial issues and internal control solutions to senior management. Ensure proper execution of audits in the Jobs Fund. Prepare and track audit log for resolution of all matters.

**ENQUIRIES**

:

Kaizer Malakoane at 066 250 7072, Email: [Kaizer.malakoane@gtac.gov.za](mailto:Kaizer.malakoane@gtac.gov.za)

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(Capricorn TVET College)**

***Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies***

- APPLICATIONS** : Please forward all applications to: The Principal, Capricorn TVET College, Private Bag X9674, Polokwane, 0700 or hand deliver to Central Office at 16&18 Market Street, Polokwane, Registry Office or email to [zphokungwana@capricorncollege.edu.za](mailto:zphokungwana@capricorncollege.edu.za)
- CLOSING DATE** : 18 August 2025. Applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. 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). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

**OTHER POSTS**

- POST 27/09** : **ASSISTANT DIRECTOR: REGISTRATION SERVICES REF NO: CCTVET 01/08/2025**
- SALARY CENTRE REQUIREMENTS** : R582 444 per annum (Level 10)  
: Central Office  
: M+ 3 years Degree or Diploma in Business Administration, Public Management / Administration / Financial Management / Accounting / Management or equivalent qualification. 3-5 years' experience financial/ bursary /Registration environment. Knowledge of PFMA and Departmental Policies. Knowledge of basic financial operating systems (ITS, COLTECH etc.) Basic knowledge financial functions, of practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the public service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSR, PSR, PPPFA, Financial Manual). Computer literacy. Good communication and interpersonal skills. Valid driver's license.
- DUTIES** : Administer the overall student registration, render exam and marking center, render career exhibition services ,provide guidance and testing of students, with regard to choice of and placement within programmes, maintain and update database of students enrolled within programmes, administer learning materials, administer certificates and results statement and resource center, ensure overall supervision and coordinate student bursary schemes and financial aid administrative support services for the entire college, ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies, ensure overall supervision and authorization of disbursement of funds, ensure overall supervision and facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc, ensure overall supervision, monitoring, evaluation and maintenance of database of all student's applications in terms of Department of Higher Education and Training and NSFAS requirements, report on all bursary and financial aid allocations to financial aid committee and other stakeholders, ensure overall supervision and consolidate report on all bursary and financial aid allocations for the entire college, supervise human, physical and financial resources.

<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/10</u></b>	:	<b><u>ASSISTANT DIRECTOR: STUDENTS COUNSELLOR: STUDENT SUPPORT SERVICES REF NO: CCTVET 02/08/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	M+3 years Degree in Psychology Plus appropriate post graduate degree in Psychology, or Equivalent qualification and registered with Professional Council e.g. HPCSA. 3 – 5 years' experience in rendering one-on-one or group counselling to prospective students including disability and LGBTI students to adjust to learning and address social concern such as stigmatizing and stereotyping and coping with emotional issues. Facilitation of job seeking skills, creative thinking, when compiling C.V interviewing skills, goal directed and ethical behaviour in the world of work, Facilitation of awareness, wellness events. Must be in possession of a valid drivers' license.
<b><u>DUTIES</u></b>	:	Coordinate and manage Career Guidance, Orientation and Induction during registration, emotional and mental well-being programmes. Facilitate psycho-social education, counselling and referral for personal and family, trauma and health problems. Facilitate on course academic support for poor performance. Coordinate and manage Peer counselling programmes, Health and Wellness, Special Needs Education (SNE) and Disability Programmes. Facilitate selection and training of Peer counsellors and supervisors. Facilitate implementation of Peer Counselling/Education life skills. Develop and implement Gender Based Violence and femicide Policy and conduct awareness campaigns.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/11</u></b>	:	<b><u>ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: CCTVET 03/08/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	M+3 years Degree or National Diploma in Project Management/ Marketing or related qualification. 3-5 years' experience in Project Management/ Business development environment. Knowledge building partnerships, innovation, marketing and entrepreneur insight, Financial Management, mobilising resources, interpretation of statutes, Public Service ACT, PFMA, Treasury regulations and other frameworks, business planning, visibility analysis etc. Computer literacy. Valid driver's license.
<b><u>DUTIES</u></b>	:	Partnership management, business opportunities scanning, local and provincial government relations, research management, management of all human, financial and other resources of the unit.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/12</u></b>	:	<b><u>ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CCTVET 04/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Requirements: M+3 years Degree or National in Office Management and Technology/Public Management or related qualification. 3-5 years' relevant experience in Administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Computer literacy. Valid driver's license.
<b><u>DUTIES</u></b>	:	Oversee the development, implementation and monitoring of policies. Render administrative/executive support services in the office of the principal. Oversee and maintain logistics within the office of the principal. Oversee and monitor the budget in the office of the principal. Establish and implement effective



		records and document management systems in the office of the principal. Compile and collate college reports.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/13</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: CCTVET 05/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	M+3 years Degree or National Diploma in Internal Audit or related qualification. 3-5 years' experience in Internal Audit. Experience in the development of policies/implementation strategies. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. Computer literacy. Valid driver's license. IIA membership will be an added advantage.
<b><u>DUTIES</u></b>	:	Preparation and execution of the Internal Audit plan and coordination of external audit. The provision of secretarial support services to the audit committee, ensure that processes needed for quality management systems are established, implemented and maintained. Ensure that all role players and managers are aware and understand regulatory compliance requirements, Management of staff development.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/14</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT REF NO: CCTVET 06/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	M+3 years Degree or National Diploma in Accounting/Supply Chain Management or related qualification. 3-5 years' experience in Supply Chain Management, Asset Management or Financial Management. Knowledge of the PFMA, PPPFA, GRAP, National Treasury Regulations, Supply Chain Management Framework Act and BBBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Computer literacy. Valid driver's license. Completed articles will be an added advantage.
<b><u>DUTIES</u></b>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset custodians. Issuing of asset and inventory list (room list) list to asset holder. Manage the delivery of assets to the asset holder. Management and follow up of internal and external audit findings. Compilation of internal and external audit management action plans. Monthly and quarterly reporting of asset management and supply chain management. Preparation of quarterly reports to Financial Committee of Council. Preparation of quarterly and annual performance review reports. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset management prescripts. Monitoring assets for physical condition, impairment and useful lives assessments. Monitoring the performance of asset verification in accordance with GRAP and reporting periods. Coordinate the safekeeping and distribution of goods. Coordinate the control of inventory movement. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/15</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: CCTVET 07/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	M+3-year degree or diploma in Logistics/Public Management/ Supply Chain Management /Facilities Management / Real Estate (NQF level 6) or equivalent qualification. An OHS certificate will be added advantage. At least 2-3 years'

		relevant experience in the field. Knowledge of lease agreement negotiations and BBBE procedure, knowledge of OHSAS 18001, knowledge of project Management, knowledge of Treasury and PFMA Regulations, knowledge of vehicle maintenance and services procedures, knowledge of building maintenance, knowledge of fleet disposal procedure, knowledge and understating of legislative framework governing the Public Services, knowledge of traffic laws, monitoring and evaluation. Strong interpersonal and communication skill (both verbal and written). Negotiation and problem-solving skills. Well-developed organizational, planning and management skills. Computer literacy. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage overall supervision and provision of conducive working environment services in terms of OHS Act, manage overall supervision and provision of infrastructure maintenance services, manage overall supervision and the provision of safety and security services, manage overall supervision and the provision of transport services, manage overall supervision and provision of refectory services, manage overall supervision and provision of cleaning services, manage overall supervision and provision of records services, supervise human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/16</u></b>	:	<b><u>SENIOR REGISTRATION OFFICER: INNOVATION AND DEVELOPMENT REF NO: CCTVET /10/08/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Central Office M+3 years Degree or National Diploma in Business Administration, Public Management/ administration or relevant equivalent qualification as recognized by SAQA. 3-5 years in administration department, Experience in the post schooling education and training (PSET) sector will be an added advantage. At least 2 - 3 years working experience in Student Administration / Data Management / TVET MIS environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer Knowledge of storage and retrieval procedures in terms of the working environment; knowledge and understanding of the legislative framework governing the Public Service. Proven report writing and presentation skills in the public sector and its legislation framework; good communication skills and people Empowerment; planning and execution; proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint; proven ability to effectively manage change; leadership skills. Knowledge of the enrolment verification, monitoring, screening, and selection of applicants. Knowledge of the application and registration process of ITS/Coltech systems.
<b><u>DUTIES</u></b>	:	Developing and implementing plans for student enrolment and registration. Managing the overall registration process. Providing support to campuses during registration. Monitoring and verifying enrolments. Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records; provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records; develop marketing strategies to attract new potential students, manage student registration and ensure proper procedure are followed; develop and review registration document for accuracy, ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation), provide guidance and testing of students, with regard to choice of and placement within programmes; maintain and update database of students enrolled within programmes; ensure that student orientate are conducted into college and campuses, ensure that learner's information are captured on Coltech/Information Technology System (ITS). Responsible to develop and implement plans to ensure compliance with the enrolment standardisation processes of admission, enrolment, and registration across delivery sites.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/17</u></b>	:	<b><u>ADMIN OFFICER: ASSETS MANAGEMENT REF NO: CCTVET 11/08/2025</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum (Level 07) Central Office

<b><u>REQUIREMENTS</u></b>	:	M+ 3 years Degree or Diploma in National Diploma in Supply Chain Management/ Logistics/Public Management or equivalent qualification. 2-3 experience in asset/ supply chain management / logistics services / public management or relevant experience Knowledge of BAS/LOGIS system. Knowledge of assets disposal procedure. Knowledge and understanding of legislative framework governing the Public Services. Knowledge of Assets Management. Knowledge of Supply Chain Policies. Knowledge of Department of Higher Education mandate. Computer literacy. Good communication and interpersonal skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers (Hard Cat (IT and Furniture register). Monitor and review the allocation of assets to asset holders. Review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Administer asset management services. Undertaking logistical support services Assist with managing of all asset movement within the College. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/18</u></b>	:	<b><u>ADMIN OFFICER (PARTNERSHIP AND LINKAGES) REF NO: CCTVET 12/08/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	M+ 3 years Degree or Diploma in Project Management or Marketing. 3-5 years working experience in Project Management and or Business development environment. Knowledge of Building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes. Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks. Business planning. Visibility analysis. Knowledge and understanding of administration reporting process and procedures. Computer literacy. Good communication and interpersonal skills. Ability to perform accurately and methodically under pressure.
<b><u>DUTIES</u></b>	:	Overall management of Partnerships, Business opportunities scanning, Local and Provincial Government Relations, Research Management. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/19</u></b>	:	<b><u>SECRETARY (DEPUTY PRINCIPAL: CORPORATE SERVICE) REF NO: CCTVET 13/08/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	M+3-year degree or diploma in Secretarial, Office Management, Management Assistant, Human Resource Management, Public Management or equivalent, any other training/ qualification that will enable the person to perform the work satisfactorily, 0-3-month experience in Secretarial services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic knowledge of financial Management, Record management of documents. Computer literacy certificate / computer as a subject.
<b><u>DUTIES</u></b>	:	Provide a secretarial/ receptionist support service to the manager. Provide a clerical support service to the manager. Remains up to date regarding prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/20</u></b>	:	<b><u>SECRETARY (DEPUTY PRINCIPAL: ACADEMIC SERVICES) REF NO: CCTVET 14/08/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	M+3-year degree or diploma in Secretarial, Office Management, Management Assistant or equivalent, any other training/ qualification that will enable the person to perform the work satisfactorily, 0-3-month experience in Secretarial

		services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic knowledge of financial Management, Record management of documents. Computer literacy certificate / computer as a subject.
<b><u>DUTIES</u></b>	:	Provide a secretarial/ receptionist support service to the manager. Provide a clerical support service to the manager. Remains up to date regarding prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/21</u></b>	:	<b><u>ADMIN CLERK (SHERQ) (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum (Level 05)
	:	Seshego Campus Ref No: CCTVET 15/08/2025
	:	Polokwane Campus Ref No: CCTVET 16/08/2025
	:	Senwabarwana Campus Ref No: CCTVET 17/08/2025
<b><u>REQUIREMENTS</u></b>	:	M+3-year degree or diploma in Recognized three (3) year National Diploma (NQF 6) in Building Management/Safety, Management/ Construction Management/ Environmental Health or related qualification, 2-3 years in Facilities Management, SHERQ and OHS environment, Fire marshal and First aid certificate will be an added advantage. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system, Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations, Knowledge of COIDA, Knowledge of incident reporting processes and procedures. Computer literacy certificate / computer as a subject. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes. Coordinate the establishment of the OHS committee. Coordinate OHS-related training and continuous educational programmes. Participate in identification of hazards and risks at the workplace and assist in initiating appropriate actions. Implement and monitor SHERQ management system.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/22</u></b>	:	<b><u>DRIVER REF NO: CCTVET 18/08/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R193 359 per annum (Level 04)
	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	A grade 10 qualification/ standard 8 and valid code 10 driver's license with PDP. 7-12 Months relevant experience. Knowledge of relevant legislation, prescripts, policies and procedures, Procedure for motor maintenance of motor vehicle. Storage requirement, Messenger services, Routing office support i.e. registry, Secondary function of making copies, Procedure to operate the motor vehicle, Procedure to obtain trip authorization, Completion of logbook of the motor vehicle, writing of fuel consumables, Writing of kilometers services.
<b><u>DUTIES</u></b>	:	Transport of work teams and material/ equipment, Detect and repair minor mechanicals problems on the vehicles and take steps to have it repaired (Checked level and condition of oil, fuel, tyres a water), Inspection of the vehicles / equipment and report defects, Complete vehicle logbook, trip authorization for the vehicles.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800

#### **2025/2027 GRADUATE INTERNSHIP AND WORK INTEGRATED LEARNING PROGRAMME**

<b><u>APPLICATIONS</u></b>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: <a href="mailto:Internship@Dhet.gov.za">Internship@Dhet.gov.za</a> quoting the Reference Number as per the advert.
<b><u>CLOSING DATE</u></b>	:	29 August 2025, Time 15:00
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for

as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should NOT have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive CV.

#### **OTHER POSTS**

<b><u>POST 27/23</u></b>	:	<b><u>TEACHING QUALIFICATIONS POLICY REF NO: DHET/UE/2025/01</u></b> Branch: University Education Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma;/Bachelor's degree in Public Administration / Public Management / Office Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/24</u></b>	:	<b><u>INTERNATIONAL SCHOLARSHIPS REF NO: DHET/UE/2025/02</u></b> Branch: University Education Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor of Commerce in International Relations/Office Administration/Business Informatics, Marketing Management. N6 certificate in Financial Management/Office Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/25</u></b>	:	<b><u>STUDENT SUPPORT AND SECTOR ENGAGEMENT REF NO: DHET/UE/2025/03</u></b> Branch: University Education Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Public Administration/Management
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/26</u></b>	:	<b><u>GOVERNANCE SUPPORT REF NO: DHET/UE/2025/04</u></b> Branch: University Education Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma in Public Administration/Public Management
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/27</u></b>	:	<b><u>MANAGEMENT SUPPORT AND TRANSFERS REF NO: DHET/UE/2025/05</u></b> Branch: University Education Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Financial Administration/Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/28</u></b>	:	<b><u>HRDC SECRETARIAT REF NO: DHET/HRDC/2025/01</u></b> Branch: Human Resource Development Council Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree/Honours/Master's in Communications Studies/ Research/Project Management/Monitoring and Evaluation/Administrative Management/Office Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/29</u></b>	:	<b><u>LOGISTICS MANAGEMENT AND DISPOSAL REF NO: DHET/CFO/2025/01</u></b> Branch: CFO Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Supply Chain Management/Logistics Management/ Purchasing Management/ Public Management. N6 certificate in Public Management

<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/30</u></b>	:	<b><u>DEMAND, ACQUISITION &amp; CONTRACT MANAGEMENT REF NO: DHET/CFO/2025/02</u></b> Branch: CFO Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor's degree in Supply Chain Management/Public Procurement.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/31</u></b>	:	<b><u>PUBLIC ENTITIES REF NO: DHET/CFO/2025/03</u></b> Branch: CFO Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Accounting/ Financial Management. N6 certificate in Financial Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/32</u></b>	:	<b><u>DEVELOPMENT SUPPORT REF NO: DHET/UE/2025/04</u></b> Branch: CFO Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	BCom degree in Accounting or with accounting N6 certificate in Financial Management/Public Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/33</u></b>	:	<b><u>COMPLIANCE UNIT REF NO: DHET/CFO/2025/05</u></b> Branch: CFO Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Internal Audit/Accounting/Financial Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/34</u></b>	:	<b><u>FINANCIAL SERVICE REF NO: DHET/CFO/2025/06</u></b> Branch: CFO Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	BCom degree in Financial Management/Accounting with Mathematics N6 certificate in Financial Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/35</u></b>	:	<b><u>CD INDLELA: ARTISAN DEVELOPMENT REF NO: DHET/SD/2025/01</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	N6 Engineering or Civil Diploma /University of Technology Engineering Diploma /BCom degree /LLB degree /Advanced diploma (Engineering or Civil) in TVET Education
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/36</u></b>	:	<b><u>NATIONAL ARTISAN MODERATION BODY (A) REF NO: DHET/SD/2025/02</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	Unemployed qualified Artisan in the trades of Automotive mechanic, Fitting and Turning, Plumbing and Millwright.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/37</u></b>	:	<b><u>NATIONAL ARTISAN MODERATION BODY REF NO: DHET/SD/2025/03</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Public Administration/Public Office Management X3
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/38</u></b>	:	<b><u>CD INDLELA: ARPL &amp; ASSESSMENT (HRM) REF NO: DHET/SD/2025/04</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein



<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Public Administration/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/39</u></b>	:	<b><u>CD INDLELA: NADSC REF NO: DHET/SD/2025/05</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	Junior Programmer (Sql) X2/Diploma in Networking X1/N6 Engineering or Civil diploma X4
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/40</u></b>	:	<b><u>CD INDLELA: WSSA REF NO: DHET/SD/2025/06</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in marketing, Communications or Public Relations X1/ Diploma in Logistics X1/Diploma in Supply Finance, Chain Management, or Project Management X1/Bachelor's degree in Psychology or Higher certificate in Career Information X2/Degree or Diploma in Quality Management X1
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/41</u></b>	:	<b><u>NATIONAL SKILLS AUTHORITY REF NO: DHET/SD/2025/13</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Financial Management/Financial Accounting. N6 certificate in Financial Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/42</u></b>	:	<b><u>NATIONAL SKILLS AUTHORITY REF NO: DHET/SD/2025/09</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Social Science/Development Studies/Public Administration/Management. N6 certificate in Public Management/Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/43</u></b>	:	<b><u>NATIONAL SKILLS AUTHORITY REF NO: DHET/SD/2025/14</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Corporate Governance/Legal/Compliance Environment.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/44</u></b>	:	<b><u>SETA COORDINATION REF NO: DHET/SD/2025/15</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Information System/Information Technology/Computer Science/Information Management System. N6 certificate in Public Administration/Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/45</u></b>	:	<b><u>SETA SUPPORT AND LEARNERSHIPS REF NO: DHET/SD/2025/16</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Social Science/Humanities.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/46</u></b>	:	<b><u>SETA SUPPORT AND LEARNERSHIPS REF NO: DHET/SD/2025/13</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Administration/Public Management/Office Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/47</u></b>	:	<b><u>SETA SUPPORT AND LEARNERSHIPS REF NO: DHET/SD/2025/17</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in training and development.

<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/48</u></b>	:	<b><u>SETA SUPPORT AND LEARNERSHIPS REF NO: DHET/SD/2025/16</u></b> Branch: Skills Development Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Public Administration/Public Management/ Business Administration/Management of Training/Human Resource Management/ Human resource Development.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/49</u></b>	:	<b><u>OFFICE OF THE DIRECTOR-GENERAL REF NO: DHET/CS/2025/01</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Management Assistant/Administration/ Public Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/50</u></b>	:	<b><u>ORGANISATIONAL DEVELOPMENT UNIT REF NO: DHET/CS/2025/02</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Management Services/Operations Management. N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/51</u></b>	:	<b><u>INTERNAL COMMUNICATION &amp; CLIENT SERVICES REF NO: DHET/CS/2025/03</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Public Relations. N6 certificate in Public Relations
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/52</u></b>	:	<b><u>TRAINING AND DEVELOPMENT UNIT REF NO: DHET/CS/2025/04</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Management/Public Administration/Human Resource Management and Development.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/53</u></b>	:	<b><u>PERFORMANCE MANAGEMENT DEVELOPMENT SERVICES REF NO: DHET/CS/2025/05</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Human Resource Management/Public Management. N6 certificate in Human Resource Management/Public Management
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/54</u></b>	:	<b><u>HRM&amp;D: OFFICE OF THE DIRECTOR REF NO: DHET/CS/2025/06</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/55</u></b>	:	<b><u>HRM&amp;D: TRAINING AND DEVELOPMENT REF NO: DHET/CS/2025/07</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Management/Public Administration/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/56</u></b>	:	<b><u>HRM&amp;A: RECRUITMENT AND SELECTION REF NO: DHET/CS/2025/08</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office

<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Human Resource Management/Public Administration/Office Administration.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/57</u></b>	:	<b><u>RISK, FRAUD, ETHICS AND INTEGRITY REF NO: DHET/CS/2025/09</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor's degree in Public Administration/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/58</u></b>	:	<b><u>RISK, FRAUD, ETHICS AND INTEGRITY REF NO: DHET/CS/2025/10</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Risk Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/59</u></b>	:	<b><u>RISK, ETHICS AND INTEGRITY AND FRAUD PREVENTION REF NO: DHET/CS/2025/11</u></b> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Forensic Investigation/Law/Accounting/Auditing.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/60</u></b>	:	<b><u>AFRICA AND MIDDLE EASTERN PARTNERSHIP REF NO: DHET/PPS/2025/01</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in International Relations/Public Management/Political Science.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/61</u></b>	:	<b><u>MANAGEMENT INFORMATION SYSTEM REF NO: DHET/PPS/2025/02</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Public Administration/Office Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/62</u></b>	:	<b><u>HETMIS PROJECT REF NO: DHET/PPS/2025/03</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree Information Technology/Computer Science.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/63</u></b>	:	<b><u>MANAGEMENT INFORMATION SYSTEM REF NO: DHET/PPS/2025/05</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Statistics
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/64</u></b>	:	<b><u>POLICY, RESEARCH AND EVALUATION REF NO: DHET/PPS/2025/06</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Arts with Honours/Master's in Policy Studies/Social Science/ Development Studies/Public Management and Governance/Monitoring and Evaluation.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/65</u></b>	:	<b><u>PLANNING, POLICY AND STRATEGY REF NO: DHET/PPS/2025/07</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Degree in Public Management/Legislation and Policy Development/Social Sciences.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818

Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

**POST 27/66** : **POLICY, PLANNING, MONITORING AND EVALUATION REF NO: DHET/PPS/2025/08**

Branch: Planning, Policy and Strategy  
Period: Fixed 24 Months Contract  
Graduate Intern

**STIPEND** : R7 860.40 per month  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National diploma/Degree in Public Administration/Public Management/Any Equivalent Qualification.

**ENQUIRIES** : Ms C. Ndzimela Tel No: (012) 312 5818  
Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

**POST 27/67** : **LEGAL AND LEGISLATIVE SERVICES REF NO: DHET/PPS/2025/09**

Branch: Planning, Policy and Strategy  
Period: Fixed 24 Months Contract  
Graduate Intern

**STIPEND** : R7 860.40 per month  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National diploma/Degree in Law/LLB.  
**ENQUIRIES** : Ms C. Ndzimela Tel No: (012) 312 5818  
Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

**POST 27/68** : **CD: SOCIAL INCLUSION AND QUALITY REF NO: DHET/PPS/2025/10**

Branch: Planning, Policy and Strategy  
Period: Fixed 24 Months Contract  
Graduate Intern

**STIPEND** : R7 860.40 per month  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National diploma in Management Assistant.  
**ENQUIRIES** : Ms C. Ndzimela Tel No: (012) 312 5818  
Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

**POST 27/69** : **CD: SOCIAL INCLUSION AND QUALITY REF NO: DHET/PPS/2025/11**

Branch: Planning, Policy and Strategy  
Period: Fixed 24 Months Contract  
Graduate Intern

**STIPEND** : R7 860.40 per month  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National diploma in Office Administration/Public Management/Office Management and Technology.

**ENQUIRIES** : Ms C. Ndzimela Tel No: (012) 312 5818  
Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

**POST 27/70** : **OPEN LEARNING REF NO: DHET/PPS/2025/012**

Branch: Planning, Policy and Strategy  
Period: Fixed 24 Months Contract  
Graduate Intern

**STIPEND** : R7 860.40 per month  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National diploma/Degree in Communication Studies/Media Studies.

<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/71</u></b>	:	<b><u>OPEN LEARNING REF NO: DHET/PPS/2025/13</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Information Technology/Computer Sciences. N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/72</u></b>	:	<b><u>SOCIAL INCLUSION AND EQUITY REF NO: DHET/PPS/2025/14</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Gender Studies/Social Sciences with a passed subject in Transformation.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/73</u></b>	:	<b><u>SOCIAL INCLUSION AND EQUITY REF NO: DHET/PPS/2025/15</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Arts in Social Transformation Studies/Public Administration majored in Gender/Disability.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/74</u></b>	:	<b><u>SOCIAL INCLUSION AND EQUITY REF NO: DHET/PPS/2025/16</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Management/Financial Management/ Administration Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192



<b><u>POST 27/75</u></b>	:	<b><u>SOCIAL INCLUSION AND EQUITY REF NO: DHET/PPS/2025/17</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Degree in Social Sciences/Public Policy/Sociology/Developmental Studies.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/76</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES REF NO: DHET/PPS/2025/18</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Administration/Human Resource Management/ Financial Management/Auditing.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/77</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES REF NO: DHET/PPS/2025/19</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Degree in Marketing/Communication.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/78</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES REF NO: DHET/PPS/2025/20</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Degree in Human Resource Development/Training and Development
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/79</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES REF NO: DHET/PPS/2025/21</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor of Science in Information Technology/Information Systems/Software Engineering
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/80</u></b>	:	<b><u>COLLEGE SYSTEM INFRASTRUCTURE PLANNING AND DEVELOPMENT</u></b> <b><u>REF NO: DHET/PPS/2025/22</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Construction Project Management N6 certificate in Public Administration
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/81</u></b>	:	<b><u>SYSTEM MONITORING AND LABOUR MARKET INTELLIGENCE REF NO: DHET/PPS/2025/23</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree/Bachelor of Science in Renewable Energy/Environmental Science/Economics/Engineering (Mechanical/ Chemical/ Electrical)/Statistics/Office Administration/Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/82</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES REF NO: DHET/PPS/2025/24</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Degree in Monitoring and Evaluation
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/83</u></b>	:	<b><u>INTERNATIONAL RELATIONS REF NO: DHET/PPS/2025/25</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	BA degree in International Relations/Political Science/Developmental Studies.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/84</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES, SOCIAL INCLUSION, EQUITY, ACCESS AND QUALITY REF NO: DHET/PPS/2025/26</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office

<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Marketing Management/Public Relations/Graphic Design
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/85</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES REF NO: DHET/PPS/2025/27</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Public Administration/Public Policy/Development Studies.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/86</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES REF NO: DHET/PPS/2025/28</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Social Science/Psychology.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/87</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES REF NO: DHET/PPS/2025/29</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Project Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/88</u></b>	:	<b><u>CAREER DEVELOPMENT SERVICES REF NO: DHET/PPS/2025/30</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Arts/Bachelor of Science in Psychology/ Information Management/Knowledge Management/Information Science.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/89</u></b>	:	<b><u>SOCIAL INCLUSION, EQUITY, ACCESS &amp; QUALITY REF NO: DHET/PPS/2025/31</u></b> Branch: Planning, Policy and Strategy Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern

<b><u>CENTRE REQUIREMENTS</u></b>	:	R6 659.40 for WIL Student per month Pretoria Head Office
<b><u>ENQUIRIES</u></b>	:	National Diploma in Management Assistant/Office Management and Technology. N6 certificate in Management Assistant. Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/90</u></b>	:	<b><u>OFFICE OF THE DDG: TVET BRANCH REF NO: DHET/TVET/2025/01</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Head Office N6 certificate in Management Assistant/Public Administration.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/91</u></b>	:	<b><u>TVET MANAGEMENT AND GOVERNANCE SUPPORT REF NO: DHET/TVET/2025/02</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Head Office National Diploma/Degree in Public Administration/Office Administration/ Business Administration/LLB. N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel. No: 012 312 5818 Ms N. Ndzantsi Tel. No: 012 312 5343 Ms N. Khoza, Tel. No: 012 312 5192
<b><u>POST 27/92</u></b>	:	<b><u>TVET MONITORING AND EVALUATION REF NO: DHET/TVET/2025/03</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Head Office National Diploma/Degree in Monitoring and Evaluation/Information Science/ Information Management/Information Systems.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/93</u></b>	:	<b><u>TVET CURRICULUM DEVELOPMENT SUPPORT REF NO: DHET/TVET/2025/04</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Head Office National Diploma/Degree in Public Administration/Public Management/ Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/94</u></b>	:	<b><u>CD: PROGRAMMES AND QUALIFICATION REF NO: DHET/TVET/2025/05</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma in Public Administration/Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/95</u></b>	:	<b><u>LECTURER DEVELOPMENT SUPPORT REF NO: DHET/TVET/2025/06</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Project Management/Information Technology/ Public Management. N6 certificate in Management Assistant
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/96</u></b>	:	<b><u>NW AND MPUMALANGA REGIONAL OFFICE REF NO: DHET/TVET/2025/07</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Standerton Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Financial Management/Human Resource Management. N6 Certificate in Human Resource Management/Public Management/ Management Assistant
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/97</u></b>	:	<b><u>GAUTENG AND FREE STATE TVET REGIONAL OFFICE REF NO: DHET/TVET/2025/08</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL student
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Johannesburg Marshall Town
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Administration/Public Management/Office Management/Information Technology. N6 certificate in Management Assistant/Public Management/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/98</u></b>	:	<b><u>KWAZULU NATAL TVET REGIONAL OFFICE REF NO: DHET/TVET/2025/09</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Accounting/Financial Management/Labour Law/Industrial Relations/Labour Relations/LLB/Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/99</u></b>	:	<b><u>EASTERN CAPE TVET REGIONAL OFFICE REF NO: DHET/TVET/2025/10</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Management/Financial Management/Labour Relations/Human Resource Management/Monitoring and Evaluation
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/100</u></b>	:	<b><u>FINANCIAL PLANNING REF NO: DHET/TVET/2025/12</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Degree in Economics/Policy Development.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/101</u></b>	:	<b><u>INSTITUTIONAL FUNDING REF NO: DHET/TVET/2025/13</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Economics/Public Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/102</u></b>	:	<b><u>TVET COLLEGE BUDGET PLANNING AND MANAGEMENT REF NO: DHET/TVET/2025/14</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Financial Management/Accounting/Auditing/Public Administration/Office Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818

Ms N. Ndzantsi Tel No: (012) 312 5343  
 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/103</u></b>	:	<b><u>SPECIAL PROJECT REF NO: DHET/TVET/2025/15</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Administration/Public Management/ Business Administration.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/104</u></b>	:	<b><u>CD: TVET SYSTEM PLANNING AND INSTITUTIONAL SUPPORT REF NO: DHET/TVET/2025/16</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Project Management/Business Administration/ Public Administration/Office Administration
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/105</u></b>	:	<b><u>PRIVATE COLLEGES REF NO: DHET/TVET/2025/17</u></b> Branch: Technical Vocational Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in law/LLB
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/106</u></b>	:	<b><u>FINANCIAL PLANNING AND MANAGEMENT REF NO: DHET/CET-HO/2025/01</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Office Administration/Management Assistant/Administrative Management/Office Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/107</u></b>	:	<b><u>CET COLLEGE INSTITUTIONAL FUNDING REF NO: DHET/CET-HO/2025/02</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor's degree/Advance Diploma in Public Administration/Public Policy/ Developmental Studies/Economics.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/108</u></b>	:	<b><u>CET COLLEGE BUDGET PLANNING AND MANAGEMENT REF NO: DHET/CET-HO/2025/03</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/B-Tech/Bachelor of Commerce in Financial Accounting/ Financial Management/ Cost and Management Accounting.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/109</u></b>	:	<b><u>CD: ETDA (PARTNERSHIP &amp; LINKAGES, PROGRAMMES CURRICULUM DEVELOPMENT &amp; SUPPORT, STUDENT RESOURCING &amp; SUPPORT, LECTURER DEVELOPMENT &amp; SUPPORT) REF NO: DHET/CET-HO/2025/04</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Project Management with Research, Public Management, Public Administration/Public Management/Financial Management/Office Management. N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/110</u></b>	:	<b><u>INSTITUTIONAL PLANNING SUPPORT REF NO: DHET/CET-HO/2025/05</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Office Management and Technology/Office Administration/Public Administration
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192



<b><u>POST 27/111</u></b>	:	<b><u>MANAGEMENT GOVERNANCE SUPPORT REF NO: DHET/CET-HO/2025/06</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Management/Office Administration.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/112</u></b>	:	<b><u>OFFICE OF THE DDG: TVET BRANCH REF NO: DHET/CET-HO/2025/07</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Management/Public Administration/ Project Management, Development Studies/Commerce/Infrastructure Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/113</u></b>	:	<b><u>MPUMALANGA CET REGIONAL OFFICE REF NO: DHET/CET-RO/2025/01</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Public Administration/Office Administration. N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/114</u></b>	:	<b><u>LIMPOPO CET REGIONAL OFFICE REF NO: DHET/CET-RO/2025/02</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Labour Law, Labour Relations, Information Technology/Computer Sciences/Financial Management/Accounting/Public Relations/Marketing.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/115</u></b>	:	<b><u>FREE STATE CET REGIONAL OFFICE REF NO: DHET/CET-RO/2025/03</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Mangaung

<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Information Technology. N6 certificate in Management Assistant/Office Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/116</u></b>	:	<b><u>KWAZULU NATAL CET REGIONAL OFFICE REF NO: DHET/CET-RO/2025/04</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Bachelor's degree in Public Management / Office Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/117</u></b>	:	<b><u>NORTH-WEST AND MPUMALANGA CET REGIONAL OFFICE REF NO: DHET/CET-RO/2025/05</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Mafikeng
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management Assistant. N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/118</u></b>	:	<b><u>NORTH-WEST AND MPUMALANGA CET REGIONAL OFFICE REF NO: DHET/CET-RO/2025/06</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Management Assistant. N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 581 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/119</u></b>	:	<b><u>NORTHERN CAPE AND WESTERN CAPE CET REGIONAL OFFICE REF NO: DHET/CET-RO/2025/07</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Human Resource Management/Management Assistant/Public Management/Public Administration.

		N6 certificate in Human Resource Management/Management Assistant/ Public Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/120</u></b>	:	<b><u>NORTHWEST CET COLLEGE REF NO: DHET/CETC/2025/01</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mafikeng
	:	National Diploma/Degree in Public Administration/Office Administration. N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/121</u></b>	:	<b><u>MPUMALANGA CET COLLEGE REF NO: DHET/CETC/2025/02</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Silabus
	:	National diploma/Degree in Public Administration/Public Management/Office Management/Human Resource Management/Accounting Management.
	:	N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/122</u></b>	:	<b><u>WESTERN CAPE CET COLLEGE REF NO: DHET/CETC/2025/03</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bellville
	:	National Diploma/Bachelor of Commerce/Bachelor's degree in Marketing/ Information Technology/Information system/Business science in Marketing/ Business Sciences in Organisational Psychology/Human Resource Management/Public Management/Labour Relations/Internal Audit.
	:	N6 certificate in Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/123</u></b>	:	<b><u>GAUTENG CET COLLEGE REF NO: DHET/CETC/2025/04</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Ormonde

<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Human Resource Management/Information Technology/Supply Chain Management/Financial Management/Accounting/Public Administration. N6 certification in Management Assistant/Human Resource Management/Financial Management.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/124</u></b>	:	<b><u>KWAZULU NATAL CET COLLEGE REF NO: DHET/CETC/2025/05</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	eThekwini
<b><u>REQUIREMENTS</u></b>	:	National diploma/Bachelor's degree in Financial Accounting/Internal Audit/Public Finance/Cost & Management Accounting/Public Management and Technology/Marketing/ Development Studies/Management Assistant/Human Resource Management/Information Technology/Labour Law/Business Management. N6 certificate in Financial Management/Public Management/Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/125</u></b>	:	<b><u>NORTHWEST CET COLLEGE REF. NO: DHET/CETC/2025/06</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Brits
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Human Resource Management/Marketing Management/Management Assistant/Information Communication Technology/Computer Sciences. N6 certificate in Management Assistant
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/126</u></b>	:	<b><u>TEACHING QUALIFICATIONS POLICY REF NO: DHET/CETC/2025/07</u></b> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<b><u>STIPEND</u></b>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	National diploma/Degree in Information Technology/Office Administration/Human Resource Management/Financial Management/Financial Accounting/Marketing. N6 certificate in Marketing Management/Human Resource Management/Financial Management/ Management Assistant.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192

<b><u>POST 27/127</u></b>	:	<b><u>CD INDLELA: ARPL &amp; ASSESSMENT (AUXILLIARY SERVICES) REF NO: DHET/SD/2025/07</u></b> Branch: Skills Development Period: Fixed 24 Months Contract WIL Student
<b><u>STIPEND</u></b>	:	R6 659.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	N6 certificate in Management Assistant/Office Administration.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/128</u></b>	:	<b><u>CD INDLELA: ARPL &amp; ASSESSMENT (SECURITY SUPPORT SERVICES) REF NO: DHET/SD/2025/08</u></b> Branch: Skills Development Period: Fixed 24 Months Contract WIL Student
<b><u>STIPEND</u></b>	:	R6 659.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	N6 certificate in Security Management or related.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/129</u></b>	:	<b><u>CD INDLELA: ARPL &amp; ASSESSMENT (MAINTENANCE SUPPORT SERVICES) REF NO: DHET/SD/2025/09</u></b> Branch: Skills Development Period: Fixed 24 Months Contract WIL Student
<b><u>STIPEND</u></b>	:	R6 659.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	N6 certificate in Horticulture
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/130</u></b>	:	<b><u>CD INDLELA: ARPL &amp; ASSESSMENT (MAINTENANCE SUPPORT SERVICES) REF NO: DHET/SD/2025/010</u></b> Branch: Skills Development Period: Fixed 24 Months Contract WIL Student
<b><u>STIPEND</u></b>	:	R6 659.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	N6 certificate in Bricklaying, Electrical, Plumbing and Welding.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818 Ms N. Ndzantsi Tel No: (012) 312 5343 Ms N. Khoza Tel No: (012) 312 5192
<b><u>POST 27/131</u></b>	:	<b><u>CD INDLELA: ARPL &amp; ASSESSMENT REF NO: DHET/SD/2025/11</u></b> Branch: Skills Development Period: Fixed 24 Months Contract WIL Student
<b><u>STIPEND</u></b>	:	R6 659.40 per month
<b><u>CENTRE</u></b>	:	Olifantsfontein
<b><u>REQUIREMENTS</u></b>	:	Unemployed Qualified Artisan in Refrigeration, Fitting and Turning, Instrumentation and Painter and Decorator.
<b><u>ENQUIRIES</u></b>	:	Ms C. Ndzimela Tel No: (012) 312 5818

Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

**POST 27/132** : **CD INDLELA: ARPL AND ASSESSMENT (REGISTRATION) REF NO: DHET/SD/2025/12**

Branch: Skills Development  
Period: Fixed 24 Months Contract  
WIL Student

**STIPEND** : R6 659.40 per month  
**CENTRE** : Olifantsfontein  
**REQUIREMENTS** : N6 Certificate in Office Management and Technology /Public Management.  
**ENQUIRIES** : Ms C. Ndzimela Tel No: (012) 312 5818  
Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

**POST 27/133** : **OFFICE OF THE DIRECTOR: SETA SUPPORT AND LEARNERSHIPS REF NO: DHET/SD/2025/18**

Branch: Skills Development  
Period: Fixed 24 Months Contract  
WIL Student

**STIPEND** : R6 659.40 per month  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : N6 certificate in Public Administration/Public Management/Office Management.  
**ENQUIRIES** : Ms C. Ndzimela Tel No: (012) 312 5818  
Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

**POST 27/134** : **MANAGEMENT INFORMATION SYSTEM REF NO: DHET/PPS/2025/04**

Branch: Planning, Policy and Strategy  
Period: Fixed 24 Months Contract  
WIL Student

**STIPEND** : R6 3659.40 per month  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : N6 certificate in Management Assistant.  
**ENQUIRIES** : Ms C. Ndzimela Tel No: (012) 312 5818  
Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

**POST 27/135** : **INSTITUTIONAL FUNDING REF NO: DHET/TVET/2025/11**

Branch: Technical Vocational Education and Training  
Period: Fixed 24 Months Contract  
WIL Student

**STIPEND** : R6 659.40 per month  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : N6 certificate in Management Assistant.  
**ENQUIRIES** : Ms C. Ndzimela Tel No: (012) 312 5818  
Ms N. Ndzantsi Tel No: (012) 312 5343  
Ms N. Khoza Tel No: (012) 312 5192

## 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** : 18 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.

## MANAGEMENT ECHELON

- POST 27/136** : **DIRECTOR: FINANCE REF NO: 2025/61/GP**
- SALARY** : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office Gauteng
- REQUIREMENTS** : An appropriate undergraduate (NQF level 7) as recognised by SAQA in Financial Accounting /Financial Management/ Internal Audit; 5 years experience at middle/senior management level in financial management environment; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge of budget management and financial management principles; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity; Personal attributes. Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services;
- DUTIES**

**ENQUIRIES** : Manage and provide supply chain services; Manage and provide Third Party  
**APPLICATIONS** : Funds (TPF) services; Manage human, finance and other resources.  
 : Ms RR Moabelo 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>.

## **OTHER POSTS**

**POST 27/137** : **SENIOR FAMILY ADVOCATE: LP9 (X2 POSTS)**

**SALARY** : R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD  
 determination). The successful candidates will be required to sign a  
 performance agreement.

**CENTRE** : Family Advocate: Nelspruit Ref No: 2025/33/MP (X1 Post)  
 Family Advocate Ref No: 2025/63/GP (X1 Post)

**REQUIREMENTS** : An LLB Degree or 4-year recognised legal qualification; At least eight (8) years  
 appropriate post qualification litigation experience; Admission as an Advocate;  
 A valid driver's licence; Knowledge of applicable Standard Operation  
 Procedures (SOP's); Proven track record of previous managerial experience  
 in a legal environment. Skills and Competencies: Strategic Capability and  
 leadership, Project and Programme management, Financial management,  
 Change management, Knowledge management, Service Delivery Innovation  
 (SDI); Problem solving and analysis, Diversity management, Client Orientation  
 and Customer focus, Communication, Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the implementation and monitoring of the  
 delivery of multi-disciplinary family Advocate services for children. Manage and  
 monitor the provisioning of forensic and risk social work services. Manage,  
 monitor and implement the provisions of the Hague Convention on Civil  
 aspects of International Child Abduction. Manage and monitor provision of  
 Forensic Social Work services. Monitor and support organizational  
 performance of the Family Advocate services. Provide effective people  
 management.

**ENQUIRIES** : Mpumalanga: Mr DS Nkosi at (083) 299 4906  
 Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000

**APPLICATIONS** : **Mpumalanga**: Quoting the relevant reference number, direct your application  
 to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank  
 centre, 4th floor building, Nelspruit, 1200 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 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 Note: People with disabilities are encouraged to apply.

**POST 27/138** : **SOCIAL WORK MANAGER (GRADE 1 – 2) REF NO: 2025/64/GP**

**SALARY** : R970 686 – R1 360 185 per annum, (Salary will be in accordance with the OSD  
 determination). The successful candidate will be required to sign a  
 performance agreement.

**CENTRE** : Family Advocate: Pretoria

**REQUIREMENTS** : Bachelor Degree in Social Worker; A minimum of 10 years appropriate/  
 recognizable experience in social work after registration as Social Worker with  
 the SACSSP; Registration with the SACSSP as a Social Worker. Skills and  
 Competencies: Legal Research; Legal Drafting; Applied Strategic Thinking;  
 Applied Technology; Budgeting and Financial Management; Communication  
 and Information Management; Continuous Improvement; Citizen Focus and  
 Responsiveness; Developing Others; Diversity Management; Impact and  
 Influence; Managing Interpersonal Conflict and Resolving Problems;  
 Networking and Building Bonds; Planning and Organizing; Problem Solving  
 and Decision Making; Team Leadership., Computer literacy.

**DUTIES** : Key Performance Areas: Manage child focus forensic assessment services,  
 Manage risk related to children's care environment and or contracts, Manage  
 the provision of Experts witness evidence in Courts of Law; Oversee



		implementation and monitoring operational performance of forensic social work services; Manage the Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and parenting Plans; Provide generic supervisory and management functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. RR Moabelo Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, 94 Pritchard Street, Johannesburg OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>POST 27/139</u></b>	:	<b><u>FAMILY ADVOCATE LP7-LP8 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidates will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Family Advocate: KwaMhlanga Ref No: 2025/31/MP Family Advocate: Nelspruit Ref No: 2025/32/MP
<b><u>REQUIREMENTS</u></b>	:	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 written); Litigation and Advocacy skills; Legal research and drafting; Dispute resolution; Case flow management and Mediation.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and conduct enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Deal with Hague matters and all relevant circuit courts within the province.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NC Maseko at 083 284 9056
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/140</u></b>	:	<b><u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 25/41/FS</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Xhariep District
<b><u>REQUIREMENTS</u></b>	:	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: Applied strategic thinking; Planning and organizing; Problem solving and decision making; Project management; Managing Interpersonal relationship; Communication and information Management; Developing others; Diversity Management; Conflict management; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Dywili at (073) 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 27/141</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY (LP5 - LP6) (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R630 630 – R1 450 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	State Attorney: Johannesburg Ref No: 2025/29/GP (X3 Posts)

	State Attorney: Pretoria Ref No: 2025/30/GP (X3 Posts)
	State Attorney: Durban Ref No: 25/07/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	: An LLB or 4 year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<b><u>DUTIES</u></b>	: Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, Commission for Conciliation, Mediation and Arbitration, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide effective people management.
<b><u>ENQUIRIES</u></b>	: <b>Gauteng:</b> Ms V Shiburi Tel No: (011) 332 9000 <b>KwaZulu-Natal:</b> Ms V.T. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	: <b>Gauteng:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	: Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/142</u></b>	: <b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: Provincial Office, Western Cape Ref No. 34/2025/WC (X1 Post) Mpumalanga Provincial Office Ref No: 2025/40/MP (X1 Post)
<b><u>REQUIREMENTS</u></b>	: An LLB Degree or equivalent qualification; At least 8 years appropriate post qualification legal/ litigation experience; A valid driver's license; Knowledge of the South African Legal System; Supervisory/management experience will be an added advantage; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference in civil litigation and the law of contract; Knowledge of criminal procedure, practices and court rules; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act; Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Knowledge and experience of the judicial system and functions of the court; Knowledge and experience in office administration. Skills and Competencies: Legal Research; Legal drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and Information management; Computer literacy; Continuous improvement; Citizen Focus and Responsiveness; Diversity management; Impact and Influence; Managing Interpersonal Conflict; Planning and organising; Problem solving and decision making; Teamwork.
<b><u>DUTIES</u></b>	: Key Performance Areas: Facilitate and conduct outreach training, and awareness on various pieces of legislations, constitutional imperatives, and legal policy frameworks; Manage and administer the establishment of specialised courts and matters pertaining to vulnerable persons; Manage and coordinate corporate legal support and loss control in the province; Manage and coordinate quasi-judicial and statutory appointment matters; Manage human, finance, and other resources.
<b><u>ENQUIRIES</u></b>	: Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Mpumalanga: Mr R DS Nkosi at 083 299 4906

<b><u>APPLICATIONS</u></b>	:	<b>Western Cape:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . For Attention: Ms P Paraffin <b>Mpumalanga:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 Or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/143</u></b>	:	<b><u>COURT MANAGER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Mashishing Magistrate Office Ref No: 2025/39/MP (X1 Post) Nkomazi Magistrate Office Ref No: 2025/19/MP (X1 Post) Magistrate Office, Ixopo Ref No: 25/09/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile an analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<b><u>ENQUIRIES</u></b>	:	Mpumalanga: Ms. NC Maseko: Tel No: 083 2849056 Kwazulu-Natal: Ms NF Nkosi Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Mpumalanga:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>KwaZulu-Natal:</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/144</u></b>	:	<b><u>LECTURER: CIVIL AND FAMILY LAW REF NO: 25/81/IDS</u></b>
<b><u>SALARY</u></b>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Brigitte Mabandla Justice College
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 qualification as recognized by SAQA in Law/LLB; A minimum of 3 years' experience in lecturing / formal tutoring in Law environment in academia; Knowledge and understanding of South African higher education systems and regulatory framework, Teaching and Learning theory interventions, Corporate Governance of Justice College Policy Framework and Justice System, Research and Curriculum Development; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions; Ability to provide student support services work with and learn more about digitalized academic platforms. Skills

		and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Communication (verbal and written) skills; Computer literacy (MS Office); Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate teaching and education for civil and family law programmes; Facilitate and provide student support in civil and family law programmes; Facilitate and conduct academic research and development; Collaborate and maintain partnerships with relevant stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 27/145</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1 -2 REF NO: 2025/57/GP (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R477 564 – R893 949 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Family Advocate: Pretoria
	:	A Bachelor Degree in Social Work; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Knowledge and experience in office administration. Skills and Competencies: Legal Research; Legal drafting; Applied strategic thinking; Applying 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; Problem solving; Decision making; Team Leadership.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contracts; Supervise the provision of Experts witness evidence in Courts of Law, oversee implementation and monitoring the operational performance of forensic social work services, Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and parenting Plans, Provide generic supervisory and management functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. RR Moabelo Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, 94 Pritchard Street, Johannesburg OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>POST 27/146</u></b>	:	<b><u>OFFICE MANAGER REF NO: 2025/38/MP</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of The State Attorney: Nelspruit
	:	A 3 years National Diploma/Degree in Public Administration/ Human Resources Management/ Administration or Business Administration at NQF-Level 6; A minimum of 3 years' experience in Administration Environment; Knowledge of HR matters and its policies, framework; Procurement directives and procedures, Knowledge and understanding of the Constitution and the legislative framework governing the Public Service. Skills and Competencies; Applied Strategic Thinking, Applying Technology; Budgeting and Financial Management; Communication and information Management; Continuous Improvement; Citizen Focus and Responsiveness; Developing Others; Impact

<b><u>DUTIES</u></b>	:	and influence; Managing Interpersonal Conflict and Resolving Problems; Planning and Organising; Decision Making; Project Management.
	:	Key Performance Areas: Manage procurement and Finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Manage general support and resources services; Manage human resource services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NC Maseko at 083 284 9056
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>POST 27/147</u></b>	:	<b><u>CLUSTER MANAGER: COURT INTERPRETING REF NO: 2025/21/MP</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gert Sibande District: Eerstehoek Magistrate's Office
	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; 6 years' experience as a Court Interpreter of which 3 years should be at a supervisory level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time management; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure and Art of interpreting.
<b><u>DUTIES</u></b>	:	Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms KN Zwane Tel No: (060) 632 2006
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 27/148</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO:25/09/FS</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R561 894 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Bloemfontein
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Security Management and registered with PSIRA; A minimum of years' experience in Security Management at a supervisory level ; Knowledge of Minimum Information Security Standards (MISS) and Minimum Physical Security Standards(MPSS) and Security Management frameworks and guidelines Understanding of Security Management related legislation and policies, public service concepts, processes, methodologies and terminology; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate the provision of security operations; Facilitate security risk management assessments; Monitor security contract performance; Facilitate the provision of close protection, special events and cash-in- transit services; Facilitate the provision of information security and vetting services; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Dywili Tel No: (073) 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>

<b><u>POST 27/149</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (X7 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>	:	Delmas Magistrate Office Ref No: 2025/17/MP (X1 Post) Mbombela Magistrate Office Ref No: 2025/18/MP (X1 Post) White River (Masoyi) Magistrate Office: Ref No: 2025/16/MP (X1 Post) Madadeni Magistrate Courts Ref No: 25/15/KZN (X1 Post) Emgwenya Magistrate Office Ref No: 2025/49/MP (X1 Post) Middelburg Magistrate Office Ref No: 2025/48/MP (X1 Post) Tonga (Kanyamazane) Magistrate Office Ref No: 2025/42/MP (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>	:	Mpumalanga: Ms KN Zwane at (060) 532 2006 KwaZulu-Natal: Ms NF Nkosi Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Mpumalanga:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/150</u></b>	:	<b><u>ASSISTANT STATE ATTORNEY (LP3-LP4) (X4 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: Johannesburg Ref No 2025/09/GP (X2 Posts) State Attorney: Pretoria Ref No 2025/10/GP (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	LLB degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal/litigation experience; Admission as an Attorney; 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>	:	Ms V Shiburi Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number. 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 per centre and quoting the relevant reference number

<b><u>POST 27/151</u></b>	:	<b><u>FAMILY COUNSELLOR/SOCIAL WORKER (GR1 – GR4) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 200 – R725 754 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>	:	Family Advocate: Kwa-Mhlanga Magistrate Office Ref No: 2025/30/MP (X1 Post) Family Advocate, Durban Ref No: 25/21/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Social Workers or equivalent qualification, Appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Council for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Communication (written and verbal) skills, Computer literacy (MS Word), Mediation, Interviewing, Evaluation and Report writing skills, Diversity and Conflict management and Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation. Evaluate information and compile forensic court reports, Act as expert witness for the Family Advocate in Court; ensure proper case flow administration, Travel to townships and rural areas to conduct enquires, interview parties and source references in Family Law disputes.
<b><u>ENQUIRIES</u></b>	:	Mpumalanga: Ms KN Zwane at (060) 532 2006 KwaZulu-Natal: Ms V.T. Mlandeliso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Mpumalanga:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not to apply. Shortlisted applicants will be required to submit proof of registration with SACSSP. Note: Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/152</u></b>	:	<b><u>SENIOR HUMAN RESOURCE OFFICER: SERVICE CONDITIONS REF NO: 2025/15/MP</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. Successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Provincial Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate or equivalent; A minimum of 3 years' experience required; Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, DPSA Directives, Resolutions and policies. Skills and Competencies: Computer skills; Problem solving skills, Planning and organizing skills; Verbal and written communication skills; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Handle Human Resource administration enquiries; Prepare reports on Human Resource administration issues and statistics; Process Termination of Services; Recommend (approve) transactions on PERSAL according to delegations; Implement conditions of service and service benefits; (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, resettlement benefits, Pension, allowances etc.); Supervise and undertake the more complex implementation and maintenance of Human Resource administration practices.
<b><u>ENQUIRIES</u></b>	:	Ms KN Zwane at (060) 532 2006

<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>POST 27/153</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (X3 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>	:	Office of The Family Advocate: Nelspruit Ref No: 2025/27/MP (X1 Post) Emlazi Magistrate Court Ref No: 25/18/KZN (X1 Post) Office of the Family Advocate, Vosman Ref No: 2025/28/MP (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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 Competencies: Good communication (written and verbal) skills; Computer Literacy (MS Office); Planning and Organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mpumalanga: Ms KN Zwane Tel No: (060) 532 2006 Kwazulu-Natal: Ms V.T. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b><u>Mpumalanga:</u></b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b><u>KwaZulu-Natal:</u></b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/154</u></b>	:	<b><u>CHIEF REGISTRY CLERK REF NO: 2025/62/GP (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	State Attorney: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A grade 12 (NQF level 4); A minimum of 3 years' experience in archives and records management. Knowledge and understanding of Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); PAIA, National Archive Act. Proficiency in electronic document management systems (EDMS) and relevant software. Knowledge of records management strategy and policy; paper-based records management; electronic records management systems; document management. Knowledge and understanding of the Public Service statutory frameworks. Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act. Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem analysis; Self-management; Team membership; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and provide registry counter services; Supervise the handling of incoming and outgoing correspondence; Supervise and render an effective filing and record management service; Supervise the operation and operate office machines in relation the registry function; Supervise the processing and process documents for archiving and/disposal; Render generic management functions.
<b><u>ENQUIRIES</u></b>	:	Ms. V Shiburi Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .



<b><u>POST 27/155</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Mpumalanga Provincial Office Ref No: 2025/35/MP (X1 Post) Master of the High Court: Pietermaritzburg Ref No: 2025/19/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent; Three years relevant experience; Knowledge of Public Finance Management Act and Budget Management, Public Service Regulations and Public Service Act, Treasury Regulations, Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA) and Public Audit Act. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc) Research and analytical skills; Monitoring, Evaluation and report writing skills; Accuracy and attention to detail; Good communication (verbal and written) skills; Presentation and facilitation skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform salary administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mpumalanga: Mr LT Mdebele at (081) 030 8037 KwaZulu-Natal: Ms N F Nkosi Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Mpumalanga</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/156</u></b>	:	<b><u>SENIOR COURT INTERPRETER (X5 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: Kempton Park Ref No 2025/46/GP (X1 Post) Magistrate Office: Meyerton Ref No 2025/47/GP (X1 Post) Magistrate Office: Oberholzer Ref No: 2025/48/GP (X1 Post) Magistrate Office: Protea Ref No: 2025/49/GP (X1 Post) Magistrate Office: Durban Ref No: 25/17/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and A Minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; and A valid driver's license; Proficiency in English and in two or more indigenous languages. Language proficiency: Magistrate Kempton Park: English, Afrikaans, IsiZulu, Sesotho; Magistrate Meyerton: English, Sesotho, IsiZulu; Magistrate Oberholzer: English, Afrikaans, Setswana/IsiXhosa/ IsiZulu; Magistrate Protea: English, Afrikaans, IsiXhosa; Magistrate: Durban: IsiXhosa and IsiZulu. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<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; Assist with capturing on ICMS; Supervise Court Interpreters.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms T Maphoto Tel No: (011) 332 9000 KwaZulu-Natal: Ms V.T. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Gauteng:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>

**KwaZulu-Natal:** Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <https://forms.office.com/r/X2XaVPasWu>

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

**POST 27/157** : **ASSISTANT MASTER (MR3- MR5) (X2 POSTS)**

**SALARY** : R324 579 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The unsuccessful candidate will be required to sign a performance agreement.

**CENTRE** : Master of The High Court: Nelspruit Ref No: 2025/23/MP  
Master of The High Court: Middleburg Ref No: 2025/24/MP

**REQUIREMENTS** : An LLB Degree or four (4) year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment, Computer literacy.

**DUTIES** : Key Performance Areas: Manage the administration of guardian's funds and operation; Manage the administration of deceased estate; Manage the administration of insolvent estate; Manage administration of trust and curatorship's; Administer service points operations; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Ms NC Maseko at 083 284 9056  
Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit, 1200 OR <https://forms.office.com/r/X2XaVPasWu>

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

**POST 27/158** : **ASSISTANT MASTER (MR1-MR5) REF NO: 50/2025/M/WC (X3 POSTS)**

**SALARY** : R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Master of The High Court: Western Cape  
LLB Degree or four years' recognized legal qualification; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Legal research and drafting; Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy.

**DUTIES** : Key Performance Areas: Managing the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Fund and resources in the office.

**ENQUIRIES APPLICATIONS** : Mr S Dyusha Tel No: (021) 462 5471  
Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>.

**POST 27/159** : **ESTATE CONTROLLER (EC1- EC4) (X10 POSTS)**

**SALARY** : R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master of the High Court: Western Cape Ref No:51/2025/M/WC (X2 Posts)

	Master of the High Court, Durban Ref No: 25/22/KZN (X4 Posts)
	Master of The High Court: Nelspruit Ref No: 2025/22/MP (X4 Posts)
<b><u>REQUIREMENTS</u></b>	: LLB Degree or four year recognized legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Trust; Estate duties; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<b><u>DUTIES</u></b>	: Key Performance Areas: Administer Deceased Estates, Insolvent Estates, Curatorship; Trust and all aspects related to the administration thereof; Determine and assess Estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<b><u>ENQUIRIES</u></b>	: Western Cape: Mr S Dyusha Tel No: (021) 462 5471 Kwazulu-Natal: Ms M.P. Khoza Tel No (031) 372 3000 Mpumalanga: Ms NC Maseko Tel No: 083 284 9056
<b><u>APPLICATIONS</u></b>	: <b>Western Cape:</b> Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . For Attention: Ms P Paraffin <b>KwaZulu-Natal:</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>Mpumalanga:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	: Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/160</u></b>	: <b><u>ADMINISTRATION CLERKS (X60 POSTS)</u></b>
<b><u>SALARY</u></b>	: R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: Magistrate Office: Cape Town, Ref No: 19/2025/WC (X4 Posts) Magistrate Office: Kuilsriver, Ref No: 20/2025/WC (X3 Posts) Magistrate Office: Worcester, Ref No: 21/2025/WC (X2 Posts) Magistrate Office Mossel Bay, Ref No: 22/2025/WC (X2 Posts) Magistrate Office: Paarl, Ref No: 23/2025/WC (X2 Posts) Magistrate Office: Khayelitsha, Ref No: 24/2025/WC (X2 Posts) Magistrate Office: Van Rhynsdorp, Ref No: 26/2025/WC (X1 Post) Magistrate Office: Bellville, Ref No: 27/2025/WC (X1 Post) Magistrate Office: Grabouw, Ref No: 28/2025/WC (X1 Post) Magistrate Office: Wynberg, Ref No: 29/2025/WC (X1 Post) Magistrate Office: Simonstown, Ref No: 30/2025/WC (X1 Post) Magistrate Office: Balfour, Ref No: 2025/11/MP (X2 Posts) Magistrate Office: Vosman, Ref No: 2025/09/MP (X2 Posts) Magistrate Office: White River, Ref No: 2025/08/MP (X2 Posts) Magistrate Office: Mbibana, Ref No: 2025/47/MP (X3 Posts) Magistrate Office: KwaMhlanga, Ref No: 2025/26/MP (X1 Post) Magistrate Office: Emakhazeni, Ref No: 2025/05/MP (X1 Post) Magistrate Courts: Durban: Ref No: 24/27/KZN (5 Posts) Magistrate Court: Ntuzuma: Ref No: 24/28/KZN (X3 Posts) Magistrate Court: New Hanover, Ref No: 24/29/KZN (X2 posts) Magistrate Court: Hammersdale: Ref No: 24/30/KZN (X1 post) Magistrate Court: Pietermaritzburg: Ref No: 24/31/KZN (X1 post) Magistrate Court: Nqutu: Ref No: 24/32/KZN (X1 Post) Magistrate Court: Nkandla: Ref No: 24/33/KZN (X1 Post) Magistrate Court: Verulam: Ref No: 24/34/KZN (X1 Post) Magistrate Court: Newcastle: Ref No: 24/35/KZN (X1 Post) Magistrate Court: Pinetown: Ref No: 24/36/KZN (X1 Post) Magistrate Court: Madadeni: Ref No: 24/37/KZN (X1 Post) Magistrate Court: Louwsburg: Ref No: 24/38/KZN (X1 Post) Magistrate Court: Babanango: Ref No: 24/39/KZN (X1 Post) Magistrate Court: Emlazi: Ref No: 24/40/KZN (X1 Post) Magistrate Court: Vryheid: Ref No: 24/41/KZN (X1 Post) Magistrate Court: Estcourt: Ref No: 24/42/KZN (X2 Posts) Magistrate Court: Phungashe: Ref No: 24/43/KZN (X1 Post)

	Family Advocate, Newcastle Ref No: 25/26/KZN (X1 Post) Master of the High Court, Durban Ref No: 25/25/KZN (X1 Post) Family Advocate: Kwamhlanga Ref No: 2025/10/MP (X1 Post) Office of The State Attorney, Nelspruit ref no:2025/41/MP (X1 Post)
<b><u>REQUIREMENTS</u></b>	: A Senior Certificate or equivalent qualification. Skills and Competencies: Computer skills; Planning and organizing; Interpersonal skills; Language skills Flexibility; Good verbal and written communication skills; Teamwork.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Western Cape: Ms P Paraffin. Tel No: (021) 462 5471 Mpumalanga: Mr LT Mndebele at (081) 030 8037 or Mr TV Mavundla at 078 802 0741 KwaZulu-Natal: Ms MP Khoza Tel No: (031) 372 3000 or Ms NF Nkosi Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	: <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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Mpumalanga:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre,,4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	: Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/161</u></b>	: <b><u>LEGAL SECRETARY (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	: R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: Office of The State Attorney: Johannesburg Ref No: 2025/51/GP (X1 Post) Office of The State Attorney: Nelspruit Ref No: 2025/37/MP (X1 Post) State Attorney, Durban Ref No: 25/23/KZN (X2 Posts)
<b><u>REQUIREMENTS</u></b>	: Grade 12 (with typing as subject or Secretarial Certificate or relevant training/qualification that will enable the person to perform the work satisfactorily; Skills and Competencies: Computer literacy; Communication skills (verbal and written); Planning and organizing skills; Interpersonal skills; Attention to detail; Integrity and loyalty; Knowledge of the relevant policies and prescripts; Good telephone etiquette; Sound organizing skills; High level of reliability.
<b><u>DUTIES</u></b>	: Provide secretarial and administrative support; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Prepare documents for the process to pay accounts.
<b><u>ENQUIRIES</u></b>	: Gauteng: Ms. V Shiburi Tel No: (011) 332 9000 Mpumalanga: Ms KN Zwane at (060) 532 2006 KwaZulu-Natal: Ms V.T. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	: <b>Gauteng:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Mpumalanga:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	: Separate application must be made per centre and quoting the relevant reference number.

<b><u>POST 27/162</u></b>	:	<b><u>COURT INTERPRETER (X16 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office: Daveyton, Ref No: 2025/35/GP (X1 Post) Magistrate's Office: Kagiso, Ref No: 2025/36/GP (X1 Post) Magistrate's Office: Kempton Park, Ref No: 2025/37/GP (X1 Post) Magistrate's Office: Alexandra, Ref No: 2025/38/GP (X1 Post) Magistrate's Office: Johannesburg, Ref No: 2024/39/GP (X1 Post) Magistrate's Office: Pretoria, Ref No: 2025/40/GP (X1 Post) Magistrate's Office: Mamelodi, Ref No: 2025/41/GP (X1 Post) Magistrate's Office: Protea, Ref No: 2025/42/GP (X1 Post) Magistrate's Office: Sebokeng, Ref No: 2025/43/GP (X1 Post) Magistrate's Office: Moretele, Ref No: 2025/44/GP (X1 Post) Magistrate's Office: Germiston, Ref No: 2025/45/GP (X1 Post) Magistrate Office: Mbombela, Ref No: 2025/50/MP (X1 Post) Magistrate Office: Mbombela, Ref No: 2025/12/MP (X1 Post) Magistrate Office: Ntuzuma: Ref No: 25/44/KZN (X2 Posts) Magistrate Office Utrecht: Ref No: 25/45/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	NQF level 4/ Grade 12 or equivalent qualification; Three months Practical experience will be an added advantage; Driver's license will be an added advantage. Proficiency in English and one or more indigenous languages; Language Proficiency: Magistrate's Office: Daveyton: English, Tshivenda, Isizulu; Magistrate's Office: Kagiso: English, Afrikaans, Setswana; Magistrate's Office: Kempton Park: English, Isixhosa, Sesotho; Magistrate's Office: Alexandra: English, Sesotho, Isixhosa; Magistrate's Office: Johannesburg: English, Isindebele, Isizulu; Magistrate's Office: Pretoria: English, Isixhosa, Setswana or Sesotho; Magistrate's Office: Mamelodi: English, IsiXhosa, and IsiXhosa or Setswana; Magistrate's Office: Protea: English, Setswana, Sepedi; Magistrate's Office: Sebokeng: English, Sesotho, Isizulu; Magistrate's Office: Moretele: English, Setswana, and Xitsonga or Tshivenda or Isizulu; Magistrate's Office: Germiston: English, Isizulu, Sepedi, Sesotho; Magistrate Office: Mbombela for ref no: 2025/50/MP: siSwati, Xitsonga, Sepedi; Magistrate Office: Mbombela ref no: 2025/12/MP: siSwati, IsiXhosa, Sepedi. Magistrate: Ntuzuma and Utrecht: IsiZulu and IsiXhosa. Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms V Shiburi Tel No: (011) 332 9000 Mpumalanga: Ms KN Zwane at (060) 532 2006 Kwazulu-Natal: Ms V Mlandeliso Tel No: Tel No (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Gauteng:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Mpumalanga:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>KwaZulu-Natal:</b> Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/163</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 25/25/NC/S.A-KIM</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Office of the State Attorney, Northern Cape: Kimberley

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Relevant experience and knowledge of BAS, JYP and Procurement procedures will serve as added advantage. Knowledge and understanding of the Public Finance Management Act, Supply Chain Management, Departmental policies, and Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Strong communication skills (written & verbal); Creative and analytical, Planning and Organising; Problem solving and conflict management; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Serve as Trust Account and Vote Account Clerk; Compile payment advices; Provide records management services and reconcile agency payment; Provide supply chain support services; Relieve the Telecom Operator when required; Provide support to the Administrative Officer; Manage stationery and safe guarding of documents within Finance Control section.
<b><u>ENQUIRIES</u></b>	:	Ms N. Gcilitshana Tel No: (053) 8077800
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .

## DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

**APPLICATIONS**

: Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Arcadia, 0007. Another option is to submit application through email as a Single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.

**CLOSING DATE**  
**NOTE**

: 15 August 2025

: The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications. NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. 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. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

**MANAGEMENT ECHELON****POST 27/164**

: **DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF NO: 035**

**SALARY**  
**CENTRE**

: R1 813 182 per annum (Level 15), (all-inclusive package)  
: Head Office, Pretoria

**REQUIREMENTS**

: Honours Degree or Postgraduate Diploma in Public Management/ Business Management/ Business Administration/ Public Administration or an appropriate Postgraduate qualification (NQF Level 8) Plus minimum of 8 years' experience at Senior Managerial in a relevant field. Knowledge, knowledge and understanding of DPMR policies, functions, projects etc. In-depth knowledge of human capital management, knowledge of management policies, standards and procedures. Relevant legislation and regulatory frameworks. System thinking, integration and business process optimisation. Policy development,

strategic planning. Internal and external communication and liaison. Publication services. Speech writing. Financial management. Project management. Government policies. Project/programs in DMPR. National Economic and Development Strategy. Information Technology. Skills: Communication skills (verbal and written). Management and organisational skills. Computer skills. Creativity and innovation. Interpersonal skills. Analytical skills. Numerical skills. Organising and co-ordination. Facilitation and implementation. Well-developed interpersonal relationships at all levels. Financial Management. Negotiation and consultation skills. Problem solving and analysis. Strategic Capability and leadership. Change management. Teamwork and relationship building. Customer focus. Policy development and implementation. Legal interpretation and Implementation; Thinking Demand: Creative/ innovative thinker. Ability to analyse information. Logical. Objective. Accurate. Diplomatic.

#### **DUTIES**

: Provide strategic direction to advance the achievement of the DMPR's missions, strategic objectives mandate. Ensure the development and implementation of facilities and security strategies and systems for efficient infrastructure management including cleaning services, health and safety, security and reception. Oversee the development and implementation of Human Capital Management strategies and systems and drive the integration and execution of culture, change, wellness, performance, labour relations and other HR services. Drive the development and execution of Communication, Marketing, and Stakeholder Management strategies and systems, media relations, and other stakeholder engagement functions. Oversee the management of Information Technology functions of the Department to ensure the establishment of sound information Management Systems. Oversee the provision of legal support and advisory services to the Ministry and Department. Oversee the provision of strategic leadership and support to the Minister and Director General in the execution of their responsibilities relating to oversight of the State -Owned Enterprise. Lead and manage the people, financial, governance, compliance, systems and risk aspects of the portfolio and ensure successful execution and delivery of the branch's priorities, programs and project.

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

: Ms LM Maluleka at 082 303 7721  
: Email to [Recruitment01@dmre.gov.za](mailto:Recruitment01@dmre.gov.za)  
: Preference will be given to women and persons with disabilities. Note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

#### **POST 27/165**

: **CHIEF DIRECTOR: OCCUPATIONAL HEALTH REF NO: 036**

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

: R1 494 900 per annum (Level 14), (all-inclusive package)  
: Head Office  
: Degree in Health Science or relevant to Occupational Health (NQF 7) Plus registration with the HPCSA with a minimum 5 years senior management experience in the field. Knowledge of: Project management, planning, project finance and economics, industry and public- sector policies, strategies and legislation in the field of Mine Health and Safety, people management and data management and analysis report writing and presentation. Knowledge of planning Tools. Skills: Communication skills. Project management skills. Report writing and presentation skills. Decision making. Interpersonal skills. Negotiation skills. Computer skills. Time management and work planning. Analytical skills. Thinking Demand: Rigorous non-corruption thinking relating in the development and implementation of plans and strategy. Dynamic, open and assertive in monitoring and overseeing data collection and analysis.

#### **DUTIES**

: Oversee/ provide specialist advice/ information in respect of occupational hygiene and medicine related matters as well as the status of occupational hygiene and medicine in the mining industry. Oversee the rendering of medical advice as mandated by the Act. Lead research and benchmarking of the status of occupational medicine in the mining industry with international counterparts/ countries to identify training and policy needs. Oversee quality assurance of



**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

the Mine Health and Safety Inspectorate processes and outputs (e.g. inspections, audits, investigations and enquiries). Ensure/ Assist with the technical aspects of standards, legislation and specifications. Manage the Chief Directorate.

- : Mr D Mziza at 071 475 8343
- : Email to [Recruitment02@dmre.gov.za](mailto:Recruitment02@dmre.gov.za)
- : Preference will be given to women and persons with disabilities. Note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format. This is a re-advert, candidates who are applied previously are encouraged to re-apply.

**NATIONAL SCHOOL OF GOVERNMENT**

*The National School of Government (The NSG) contributes to building of an effective, capable and professional public service through providing relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, enthusiastic, and experienced people are invited to apply for the vacant permanent positions.*



- APPLICATIONS** : Email to [Recruitment.ASD2@thensg.gov.za](mailto:Recruitment.ASD2@thensg.gov.za) or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. If you do not submit your application and CV to the specified email address, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system.
- FOR ATTENTION** : for attention and Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441-6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108
- CLOSING DATE** : 15 August 2025
- NOTE** : Applications must consist of a fully completed and signed new Z83 form accompanied by a comprehensive CV that includes contactable references. Only shortlisted candidates will need to send certified documents on or before the day of the interview. The reference number must be quoted on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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. Appointments are subject to suitability checks, including security vetting, confirmation of citizenship, checking financial records, and verification of qualifications. Applications that do not adhere to the above-mentioned requirements and late applications will not be considered. The successful candidate must disclose particulars of registrable financial interests within one month of the date of assumption of duty and must sign a performance agreement within three months from this date. The selection process will be in line with the NSG's Recruitment and Selection Policy and other prescripts. The employment decision shall be informed by the Employment Equity Plan of the Department and its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Applicants are requested to visit the NSG's website at [www.thensg.gov.za](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position.

**OTHER POST**

- POST 27/166** : **DEPUTY DIRECTOR: INTEGRITY MANAGEMENT REF NO: NSG 19/2025**  
Job Purpose: To champion education, training and development (ETD) interventions in respect of integrity management, ethical conduct and accountability in the public sector.
- SALARY** : R896 436 per annum (Level 11), (an inclusive remuneration package starting) which comprises a basic salary (70% 75% of package), a contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate and a tertiary qualification at NQF Level 7 in the field of Business, Commerce, Management and Law Studies, Human and/ or Social Studies or related fields. Experience: Five (5) years' experience in applying knowledge and building capacity in public sector institutions in the specialist areas of good governance, ethics management, fraud prevention and investigation of corrupt activities, promoting anti-corruption, auditing and monitoring and evaluation methodologies combined with developing, reviewing and delivering education, training and development content in these areas. Three (3) years of this period

must be on a supervisory or managerial level. Knowledge: Public sector legislation, policies and frameworks, e.g., the Public Service Act, Public Service Regulations, the Public Administration and Management Act, the Public Finance Management Act and Public Sector Regulatory Frameworks. Specialist knowledge of legislation, policies and frameworks, e.g., Preventing and Combatting Corrupt Activities Act, the Criminal Procedures Act, the Protected Disclosures Act, The Prevention of Organised Crime Act and the Public Sector Code of Conduct. Education, training and development legislation, policies and frameworks, e.g., the South African Qualifications Authority and the National Qualifications Framework, combined with knowledge of adult and action learning principles, research and analysis techniques as well as quality management systems in the education, training and development environment. Competencies and Skills: The ability to solve problems and apply critical thinking skills to manage projects, coordinate and deliver training interventions and to evaluate and develop the knowledge and skills of facilitators. The ability to present information to a variety of audiences and to facilitate training sessions. Advanced computer literacy in the Microsoft suite of programmes and applications used to present and manage virtual and blended training sessions, e.g., Teams, Zoom, Moodle, Mentimeter, Google Sheets and Google Forms, MURAL, and Survey Monkey. Strong interpersonal and communication skills. Excellent project, time and people management skills. Advanced writing, organizing and planning skills. Personal Attributes: Commitment to continuous learning and professional development to stay abreast of knowledge and trends. Ability to organize, prioritize, and complete multiple projects on time and with diligence. Ability to work independently or in collaboration with others. Maintain strong, respectful relationships with senior leadership, peers, subordinates, stakeholders, and the public, demonstrating professionalism and sound judgment in all interactions.

## **DUTIES**

: The job focuses on building capacity in public sector institutions in the specialist areas of good governance, ethics management, fraud prevention and investigation of corrupt activities, promoting anti-corruption, auditing information and monitoring and evaluation methodologies. Job Content: ETD Needs Identification: Conduct comprehensive needs analyses to determine capacity-building requirements within the public sector. Ensure the availability and alignment of learning and development interventions to address identified needs. ETD Content Development and Enablement: Screen, select, orient, develop and monitor the performance of facilitators to deliver high-quality training. Promote the uptake of training programmes across relevant audiences including the public sector. Provide expert advice to clients and actively participate in the design and implementation of learning interventions and strategies. ETD Pre-Delivery Support: Manage education and training programmes and projects from planning to execution to finalisation. Oversee delivery schedules, coordinate activities, and monitor training targets. Facilitate workshops, seminars, and webinars; host knowledge-sharing events. Represent the NSG at intergovernmental and intragovernmental forums. ETD Post-Delivery Support: Offer ongoing support and guidance to learners and clients. Address and resolve issues identified through monitoring and evaluation (M&E) processes. Manage stakeholder relationships and maintain robust networks across sectors. Provide advice on accreditation standards and ensure compliance with relevant requirements. Governance and Management: Lead, direct, and manage the unit's resources, including personnel, finances, systems, and assets. Oversee daily operations and ensure alignment with strategic objectives. Monitor and report on the achievement of performance and financial targets. Identify, assess, and manage strategic and operational risks. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, and people with a disability in accordance with the NSG's employment equity requirements.

## **ENQUIRIES**

: Mpho Mugodo Tel No: (012) 441 6017

**NATIONAL TREASURY**

*The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.*



**CLOSING DATE** : 18 August 2025 at 12:00 pm (Midday)

**NOTE** : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant with the requirements of POPIA.

**ERRATUM:** Kindly note that the position of Chief Director: Human Resources Management with Ref No: S002/2025 (For National Treasury) advertised in the Public Service Vacancy Circular 15 dated 09 May 2025 with a closing date of 23 May 2025, has been withdrawn from the recruitment and selection process and is being re-advertised with different skills set. For enquiries, please send to [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

**MANAGEMENT ECHELON**

**POST 27/167** : **CHIEF PEOPLE OFFICER REF NO: S002/2025**  
 Division: Corporate Services (CS)  
 Purpose: To provide strategic leadership in the areas of talent acquisition and management, employee engagement and wellness, performance management, organisational design and development, people development, change management and labour relations in support of the National Treasury business operations.

**SALARY** : R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 certificate, A Bachelor's degree (minimum of NQF level 7) in Management, Economics, Industrial Psychology, Human Resource Management or equivalent related qualification, A relevant qualification at NQF

Level 8, An added advantage will be a qualification at NQF level 9 , A minimum of 5 years' experience obtained at a senior managerial level, In-depth knowledge and experience in public administration, Knowledge of the public service employment laws and frameworks, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> , prior to finalisation of an appointment.

## **DUTIES**

: Some key Outputs include: People Strategy and talent acquisition and management: Develop and align NT's People Strategy with National Treasury and Corporate Service strategic objectives, Provide guidance on the implementation of the People Strategy, Review and align the People Strategy as required by departmental, DPSA and best practice developments, Guide on the development of the Talent Acquisition and Management Programme, Guide on the implementation of the Talent Acquisition and Management Programme and alignment with best practice, Align the programmes with best practices on talent acquisition and management and integrate developments, Performance Management: Develop, review and implement an improved performance management system in the National Treasury that supports a high-performance culture aligned to business objectives, Develop, review and implement a job evaluation system and process that supports talent retention in line with the objectives of the National Treasury and National Government, Ensure technical and other support for the job evaluation panel to effectively dealt with JE matters, Align the job evaluation with other related areas such as organisational development and design, career management and talent acquisition and management, Employee engagement and wellness, and change management: Facilitate the creation of a workplace environment that is conducive through a pro-active approach to employee engagement and wellness, Ensure the effective functioning of the Departmental Bargaining Chamber (DBC) and cordial relations with Organised Labour, Provide appropriate labour relations advice and support to management and staff, Facilitate the development and implementation of organisational development interventions which support a high-performance culture, Develop and review the enhancement of the Change Management Framework pertaining to implementation, Implement a strategic exit interview framework which feeds into mechanisms and processes to improve talent retention, Develop and review the enhancement and implementation of an approved Wellness Strategy for the National Treasury, Initiate awareness on wellness programmes which support the creation of a safe and enabling working environment, Organisational design (OD) and development: Facilitate the development and implementation of organisational development interventions which support a high-performance culture. Develop an approved and implement a people development infrastructure for National Treasury, Initiate awareness sessions on OD in the National Treasury, Implement organisational design and development principles in support of the technical and behavioural competency framework of the National Treasury, Respond to the organisational design needs of the department including management and leadership development, implementation of a dual career model and graduate development, People Management and Development: Ensure that the service delivery directorate is adequately resourced and capacitated to deliver on its mandate, Ensure that all employees have and implement development plans in line with their developmental areas and career paths, Create a high-performance culture which recognises and rewards excellent performance, Develop and apply an employee centric service delivery culture within the National Treasury, Monitor and address areas of under-performance, incapacity and ill-discipline within the National Treasury.

## **ENQUIRIES APPLICATIONS**

: EnquiriesOnly (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

<b><u>POST 27/168</u></b>	:	<b><u>DIRECTOR: PUBLIC FINANCE (HIGHER EDUCATION &amp; TRAINING AND ECONOMIC SERVICES) REF NO: S015/2025 (X3 POSTS)</u></b> Division: Public Finance (PF) Purpose: To co-ordinate and strategically monitor the sectors in the development of financial planning and budgeting, financial management, expenditure, and support of service delivery initiatives for policy development and implementation in the sectors, impacting both the national and provincial government sphere.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 certificate, A Bachelor's degree (minimum of NQF level 7) in Economic Sciences, Development Studies, or Social Sciences, A minimum 5 years' experience at a middle or senior managerial obtained in strategic management, including management of policy processes and project management, In-depth knowledge of policy development and implementation, Detailed knowledge of the South African public finance terrain, especially intergovernmental fiscal relations, government policy processes, budget processes and financial management, Approaches to poverty eradication, inequality, and related development issues in South Africa, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting impact on departmental and provincial treasury level and implement relevant policy initiatives. Review the annual budget process, sectoral expenditure review processes and intergovernmental technical committees. Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform. Communicate latest trends and processes for implementation in annual budget process and escalate to stakeholders. Budget analysis and financial planning: Provide strategic direction in government sectoral financing, financing mechanisms and levels of funding. Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review). Plan and provide inputs in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates. Create a platform for budget reform and the development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning. Financial management, expenditure, and service delivery: Develop reporting systems and databases. Oversee the implementation of the Public Management Act. Advise and monitor the implementation and interpretation of the Treasury Regulations. Policy analysis and implementation: Analysis of policies and advice to the Ministry of Finance, National Treasury and other stakeholders. Process / Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Enquiries Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a> To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>

#### **OTHER POSTS**

<b><u>POST 27/169</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC FINANCE REF NO: S018/2025</u></b> Division: Public Finance (PF) Purpose: To provide technical guidance to national departments and state-owned agencies on fiscal and financial matters pertaining to the evaluation of policy proposals and spending plans in the monitoring of expenditure against service delivery targets and trends.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105 - R1 247 574 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 certificate, A National Diploma (minimum of NQF level 6) or Bachelor's degree (minimum of NQF level 7) in Economics, Accounting or Public Finance, A minimum 4 years' experience of which 2 years should be at

		an Assistant Director level or equivalent obtained in budgetary and financial management; Knowledge and experience of the public sector budgetary and expenditure framework, Knowledge of sector financial processes, budgeting and MTEF process, Knowledge of regulatory directives like the PFMA and Treasury Regulations.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Budget Analysis and Financial Planning: Provide guidance to client departments in their preparation of annual budget submissions and related budget documentation, Analyse the annual MTEF submissions of departments and devise corrective steps pertaining to budget documentation, which include the Medium-Term Budget Policy Statement, Appropriation Bill, Budget Review and Estimates of National Expenditure, Contribute to the budget process nationally and evaluate the departments' requests for roll-over funds and additional funds, budget programme structures, NRF drawings, shifting of funds and suspension of funds. Monitor Expenditure Plans against Service Delivery Targets: Monitor compliance and alignment to the prescribed PFMA and Treasury Regulations and guide stakeholders on its interpretation for the correct implementation and application, thereof, Perform in-year analysis and advice on expenditure plans and trends to enhance the financial gains and effectiveness within departments, Monitor the achievements of departments' against service delivery plans and set targets, Verify programme and project outputs for alignment based on the successes administered by departments, Follow-up on findings and concerns emanating from the Auditor-General's reports and parliamentary working committees on department's financial affairs. Analyse Policy and Monitor Implementation: Perform policy analysis and monitor the correct implementation in line with the prescribed legislative framework. contribute to policy enhancements by providing strategic solutions for applications within the sectors, Provide guidance and support on key policy determinations within the relevant sector. Benchmarking and Research: Initiate benchmarking exercises with reputable government departments on the latest trends, globally. Perform research with international institution on the latest interventions pertaining to policy development, financial planning, expenditure monitor, etc. Engage stakeholders on the latest work processes and key developments pertaining to sectoral, national and state-owned entities/agencies.
<b><u>ENQUIRIES</u></b>	:	Enquiries Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>
<b><u>POST 27/170</u></b>	:	<b><u>DEPUTY DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE REF NO: S019/2025</u></b> Division: Office Of the Chief Procurement Officer (OCPO) Purpose: To develop, implement and monitoring legislative requirements pertaining to the SCM Governance, Monitoring and Compliance strategy and frameworks within the broader government spheres for enhancement and identification of oversight and discrepancies.
<b><u>SALARY</u></b>	:	R1 059 105 - R1 247 574 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate, A National Diploma (minimum of NQF level 6) or Bachelor's degree (minimum of NQF level 7) in Commerce, Supply Chain Management, Economics or Legal, A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in the broader supply chain management environment, Knowledge and experience of governance, monitoring and compliance processes pertaining to procurement, Knowledge and experience of the broader public service SCM framework, Knowledge of government procurement policy analysis, evaluation of findings and the implementation thereof.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Strategy and Policy Management: Provide inputs into the continuous development of a SCM strategy and frameworks implementation plan pertaining to Governance, Monitoring and Compliance (GMC), Develop and maintain policies in alignment with the SCM framework as follows: client agreements for the submission of SCM reports, SCM reporting criteria and schedules, provide inputs into the State-Owned Entities enforcement processes, manage the SCM Restricted Suppliers List, and manage SCM cases and plans databases, Provide input into the development of SCM policy, norms, standards, frameworks and guidelines. Stakeholder Engagement: Engage stakeholders in the establishment of GMC strategic

networks for improved collaboration, accountability and transparency, Promote the compliance of SCM policies and procedures in line with prescribed regulations, Initiate the improved SCM compliance through awareness sessions with stakeholders. Governance and Frameworks Oversight: Develop and implement measurements within the SCM legislative frameworks for monitoring and compliance of: application of SCM policy, regulations, norms and standards, adherence to SCM strategy and performance indicators, National supply chain risk management policy, Preferential procurement policy determinations, Pricing structures (prescribed price reference index), National contracting authorities code of conduct, and Supplier code of conduct and performance management, Develop in conjunction with stakeholders SCM data collection through: Demand Management, Procurement Planning, Acquisition Management, Strategic Sourcing, Contract Management, Logistic Management, Disposal Management and Performance Management and Reporting, Develop SCM reporting and reviewing framework for: MTEF annual supply chain operational strategies, and SCM annual performance assessments and reviews, Design and maintain a SCM capability maturity assessment model pertaining to compliance, Initiate a research, design and develop platform, for: SCM non-compliance reviews and remedies framework, and SCM grievance and dispute resolution mechanism. Monitoring and Evaluation and Reporting: Assist with the report on Government Agencies enforcement processes, Manage the SCM Restricted Suppliers List in accordance with the Supplier Restriction Guidelines, Assist with the development of a monitoring and evaluation system on the performance of SCM governance framework, Assist with the evaluation and reporting of the SCM governance framework. Knowledge and Information Management: Assist with the implementation of a research platform on local and international trends, and good practices on the management of SCM governance, monitoring and compliance, Identify and recommend alternative solutions for SCM governance, monitoring and compliance, Maintain the content of SCM GMC Knowledge and Information Management platforms.

**ENQUIRIES  
APPLICATIONS**

: Enquiries Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

**POST 27/171**

: **ASSISTANT DIRECTOR: SCM RISK AND PERFORMANCE REF NO: S020/2025**  
: Division: Office Of the Director-General (ODG)  
: Purpose: To manage contract management, SCM Performance and facilitating Travel Coordination arrangements.

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 - R551 823 per annum, (excluding benefits)  
: Pretoria  
: A Grade 12 certificate, A National Diploma (minimum of NQF level 6) or Bachelor's degree (minimum of NQF level 7) in Travel or Tourism or SCM or Supply chain management or Business Management, A minimum 3 years' experience obtained in logistics, supply chain management, contract management travel, transportation and hotel bookings, Knowledge of relevant Public Service framework on travel coordination and SCM, Knowledge of policy analysis and research, and Knowledge of analysis of practice notes on Government travel directives and related.

**DUTIES**

: Some key Outputs include: Coordinate Travel Arrangements, and Verify payments: Communicate with service providers on service offerings and confirm bookings, Liaise with travel bookers to facilitate arranged travelling, Monitor travel needs of the divisions for compliance and alignment with travel budget, Advice stakeholders on all travel-related issues impacting on their budgets, Verify all payments made against set government rates as per contracts terms and conditions, Negotiate discounted rates with service providers, Confirm compliance and conformance of service providers to the travel and accommodation industry requirements. Monitor Deviation pertaining to flights, accommodation, car hire, venue hire and conferencing: Report any losses suffered by the organization due to cancellations and negligence, Provide spend analysis in terms of categories e.g. venue hire and conferencing, Provide feedback to management on savings, exceptions, company travel and deviations. Comply to travel policy and procedures: Develop and align the travel policy and monitor adherence pertaining to the application on specified types of cars allowed for hire, verify the validity of trip authorization form prior to trips being undertaken or amendments to travel



plans, Monitor the application and distribution of road travel credit cards to the service providers. Monitor Performance of Suppliers: Conduct quarterly performance reviews on contracted service providers including site visits, Benchmark against industry best standards, Analyze information and advice on corrective measures for continuous improvements. Contract Management: Develop and review all relevant departmental policies relating to contract management and administration, Receive and coordinate the development of the all-contract agreements with Legal services, Maintain updates and liaise with relevant stakeholders for finalisation of contract agreements and approval thereof, Maintain efficient and effective contract administration, tracking performance, ensuring compliance, and managing any changes or issues that may arise, Provide weekly, monthly and quarterly report relating to contract administration, Provide weekly, monthly and quarterly report relating to contract administration. SCM Performance and Risk Management: Identify areas of risk within the operations of SCM and advise on corrective actions for implementation, monitor contracts extensions, variations, expansions and irregular, wasteful and unauthorised expenditures and report to the necessary authorities, Provide quarterly review report on SCM performance and action plans.

**ENQUIRIES  
APPLICATIONS**

: Enquiries Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

**POST 27/172**

: **SENIOR STATE ACCOUNTANT: PERSONNEL REMUNERATION REF NO: S016/2025**

Division: Office Of the Director-General (ODG)

Purpose: To provide an effective and efficient administrative service concerning the National Treasury's payroll, debtors' management, service terminations, other allowances payable to its employees and tax on service providers.

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 – R467 790 per annum, (excluding benefits)  
: Pretoria  
: A Grade 12 certificate, A National Diploma (minimum of NQF level 6) or Bachelor's degree (minimum of NQF level 7) in Financial Management or Accounting, A minimum of 2 years' appropriate experience and knowledge of Personnel Remuneration and Debtors Management, In-depth and knowledge and experience of PERSAL and BAS.

**DUTIES**

: Some key Outputs include: Efficiently and effectively process accounting transactions relating to the Department's payroll: Accurately calculate and record, obtain and file necessary supporting documentation for all payroll related transactions, Capture/authorise payroll related transactions within the PERSAL/BAS Systems, Provide budgetary information in the required format, Prepare monthly and annual management reports and/or supply such other information regarding the Department's payroll, Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to the Department's payroll, Execute project related activities in accordance with the approved projects deliverables. Account for and administer amounts owed to the Department (debtors management): Identify, calculate, record and process amounts owed to the Department, and ensure that those amounts owed are substantiated with necessary supporting documentation and recovered within the periods allowed, Prepare monthly debtors reconciliations and distribute debtors' statements within the appropriate time frames, liaise with and make recommendation to the relevant authorities concerning the recovery or writing off of amounts owed to the Department, Prepare monthly management reports and/or supply such other information pertaining to debtor control/suspense accounts, Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to debtors' management. Administer the subsistence and travel advance and claims payable to staff: Accurately calculate, record and process amount payable to employees and ensure that transactions are properly supported with the necessary supporting documentation, Prepare monthly management reports and supply such other information regarding subsistence and travel, Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to subsistence and travel advance/claims, Execute project related activities in accordance with the approved projects deliverables. Administer service terminations (resignations and transfers): Obtain/request the necessary documentation and ensure that the required documentation is duly completed and approved by the

applicable line managers and forwarded to the relevant intuitions, Capture/process service termination and related transactions within the PERSAL/BAS Systems, Identify amounts owed to/by the employee and ensure that such amount are properly supported, accurately calculated, repaid to the employee or received by the Department within the relevant prescripts, Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to service terminations, Execute project related activities in accordance with the approved projects deliverables. Ensure that tax is deducted from service providers/consultants: Obtain required documentation from service providers or consultants and ensure that the documentation is duly completed and validate the information provided, Accurately calculate and record tax payable by service providers or consultants and ensure that transactions are properly supported with the necessary supporting documentation and paid over to South African Revenue Service within required timeframes, Issue relevant certificates to service providers/consultants and South African Revenue Service, Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to service terminations. Monitor and ensure that amounts allocated to control/suspense accounts are cleared and reconciled on a timely basis: Continuously correspond/communicate with institutions in order to recover/clear amounts allocated to control/suspense accounts, Prepare monthly reconciliations and ensure that amounts allocated to control/suspense accounts are cleared on a timely basis, Prepare monthly and annual management reports and supply such other information pertaining to control/suspense accounts, Continuously comply with all the relevant and applicable statutes, regulations and departmental prescripts that are applicable to the control/suspense accounts.

**ENQUIRIES  
APPLICATIONS**

: Enquiries Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

**POST 27/173**

: **ADMINISTRATIVE OFFICER: OFFICE OF THE DIRECTOR-GENERAL REF  
NO: S017/2025**  
Division: Office of the Director-General (ODG)  
Purpose: To render efficient and effective administrative support services within the office of the Director-General.

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 - R467 790 per annum, (excluding benefits)  
: Pretoria  
: A Grade 12 certificate, coupled with a formal Light Vehicle Driver's license, A minimum 10 years' experience is required, obtained in an administrative, secretarial or related office environment, Knowledge of the supply chain administrative set-up pertaining to the procurement of goods and stationery, Knowledge and experience of driver duties and their intrinsic requirement, Willingness to occasionally operating outside office hours.

**DUTIES**

: Some key Outputs include: Prepare documents and logistics for meetings: Print, Copy, Scan and distribute highly confidential or even secret documents during meetings, Plan and organise the reproduction of documents, distribute documentations prior and during meetings, Coordinate venue set-up that includes technical and logistical arrangements, Ensure adherence to the MIS in dealing with documents. Administer Goods and Services: 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, Stock control of office stationery, Keep and maintain the asset register of the component, Oversee the maintenance of all office equipment. Office Support/ Registry: Keep and maintain the attendance register of the component, Arrange travelling and accommodation, Capture and update expenditure in component, Check correctness of subsistence and travel claims of officials and submit to supervisor for approval, Handle telephone accounts and petty cash for the component, Coordinate and administer leave for the Office of the DG, Provide registry and memo administration support. Support to the Office of the Director-General: Provide a transport support service to the DG to attend meetings and other events as required (e.g. post-budget and post-MTEF radio/ TV interviews, Collaborate with the DG's PA concerning local transportation requirements in accordance with his/ her programme outlined in his diary, Collect and deliver confidential and secret documents within the department, Collect and deliver official documents within the Department and other institutions.

**ENQUIRIES**  
**APPLICATIONS**

: Enquiries Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

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

**Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

**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 15 August 2025

**CLOSING DATE****NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 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

<b><u>POST 27/174</u></b>	:	<b><u>PERSONAL ASSISTANT: CHIEF DIRECTORATE: COURT AND CASE FLOW MANAGEMENT SUPERIOR COURTS REF NO: 2025/197/OCJ</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand
	:	Grade 12, National Diploma in Office Management/ Information Management/ Public Administration/ Business Administration/ equivalent qualification at (NQF level 6), A minimum of two (2) years' experience in Office Administration/ Secretariat Services, A valid driver's license. Skills and Competencies: Financial, Provisioning and Human Resource administration procedures and processes, Document tracking, storage and retrieval, Computer Literate, Good telephone and office etiquette, Relevant Public Service and Departmental legislation/prescripts/policies and procedures, Procedure and processes applied in Office Management, Meeting procedures, Operating office equipment (e.g. Computer, photocopy, scanner, projector), Basic knowledge on financial administration. Organizing and Communication skills, Report writing skill, Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet, etc.), Presentation skills, Problem solving skills, Good interpersonal relations, Planning and organizing, Language skills, Numeracy, Literacy, Typing skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Provide a clerical support service to the Office of the Chief Director Provide a secretarial/receptionist support service to the Office of the Chief Director Render administrative support service to the Office of the Chief Director, Remain up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Office of the Chief Director.
<b><u>ENQUIRIES</u></b>	:	Technical/ related enquiries: Ms W Lambley Tel No: (010) 493 2561 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be sent via email at <a href="mailto:2025/197/OCJ@judiciary.org.za">2025/197/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 27/175</u></b>	:	<b><u>POOL JUDGE'S SECRETARIES REF NO: 2025/198/OCJ (X2 POSTS)</u></b> (12 Months non-renewable Contract)
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of the High Court: Johannesburg
	:	Grade 12 / Matric plus LLB degree; Valid driver's license. Shortlisted candidates will be required to pass a typing test Skills and Competencies: Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. Skills and competencies: Proficiency in English, Proficiency in Microsoft Office Programs, Ability to conduct research Problem solving, Planning and organizing, Ability to maintain confidentiality, Good judgment and decision-making skills, Good interpersonal relations with ability to take charge, effective communication (verbally and in writing), Able to work under pressure, Ability to multitask, Telephone etiquette, Professionalism, Ability to meet strict deadlines, Time management skills and People skills.
<b><u>DUTIES</u></b>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgements only). To ensure that all visitors are received, screened and their queries are attended

to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judge for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received, filed and verified. Informing parties involved via e-mail and/or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Execute legal research as directed by the Judge. Comply with departmental Policies and Prescripts and procedures or guidelines, including signing of payroll

- ENQUIRIES** : Technical enquiries: Ms R Bramdaw Tel No: (010 494 8486  
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at [2025/198/OCJ@judiciary.org.za](mailto:2025/198/OCJ@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 27/176** : **JUDGE'S SECRETARY REF NO: 2025/199/OCJ (X3 POSTS)**  
(12 Months non-renewable Contract)
- SALARY** : R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of the High Court: Cape Town
- REQUIREMENTS** : Grade 12. A minimum of two (2) years secretarial experience, Experience in a legal/ court environment will serve as an added advantage, An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an advantage. A valid driver's license 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 care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Ability to provide support services to a Judge in the office and in a court setting; Attend and provide support services including court administration services for a Judge at circuit courts around the Western Cape.
- DUTIES** : Provide general legal secretarial/ legal administrative duties to the Judge, Typing (or formatting) of draft memorandums, directions, opinions, letters for or by the Judge, Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits, make travel and accommodation arrangements for circuit, meetings etc with the relevant administration unit at the court. Store,

keep and safeguard all case files and update the case files with postponements orders and/ or made by the Judge. Update files with documents received. Update exhibit and witness list in criminal matters. Perform digital recordings of court proceedings on urgent court cases after hours or on circuit court and ensure the integrity of recordings. Accompany the Judge to court and keep a record of times (start and end times daily, including adjournments. Compile court statistics daily and ensure accurate updates on the statistical tools. Management of the Judge's vehicle, logbook and servicing thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Manage the Judge's library and the updating of loose-leaf publications. Attend to and execute requests from the judiciary in connection with cases and case-related matters.

<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms N Chwethiso Tel No: (021) 480 2411
<b><u>APPLICATIONS</u></b>	:	HR enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<b><u>NOTE</u></b>	:	Applications can be sent via email at <a href="mailto:2025/199/OCJ@judiciary.org.za">2025/199/OCJ@judiciary.org.za</a>
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 27/177</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 2025/200/OCJ</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division of the High Court: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 years National Diploma (NQF 6) in Legal interpreting or equivalent qualification on NQF Level 6 (360 credits) and a minimum of three (3) years practical experience in court Interpreting. Proficiency in English, Afrikaans, Isixhosa, Isizulu, Sesotho, Setswana, Sepedi, Isiswati, Tsonga and Tshivenda, selobedu, sepulani, isiNdebele, sign language and any foreign language will be an added advantage) candidates will be required to undergo oral written language proficiency testing. A valid driver's license will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work to work under pressure and solve problems, Accuracy and attention to detail, customer service. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/200/OCJ@judiciary.org.za">2025/200/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 27/178</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: 2025/201/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Provincial Service Centre: Gauteng
<b><u>REQUIREMENTS</u></b>	:	Grade 12, No experience required, NQF level 6 in the related field will be an added advantage,, knowledge and understanding of the legislative framework governing the Public Service, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of storage and retrieval procedures in terms of working environment, Batho Pele Principles, Communication skills (verbal and written), Administration skills, Planning and organizing skills, Computer skills, Time management skills, Basic numeracy skill ,Interpersonal relations, Typing skill.
<b><u>DUTIES</u></b>	:	Facilitate administration of recruitment, selection and appointment processes with the Province, Implementation of Transactions on PERSAL system in respect of appointments, Injury on duty, Long service recognitions, pensions,

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- transfers, Housing allowance, performance management, Training and Service termination,
- : Technical Enquiries/ HR Ms T Mbalekwa Tel No: (010) 494 8515
  - : Applications can be sent via email at [2025/201/OCJ@judiciary.org.za](mailto:2025/201/OCJ@judiciary.org.za)
  - : The Organisation will give preference to candidates in line with the Employment Equity goals.



## DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

**APPLICATIONS**

- : Applications can be submitted using one of the following methods: Email to [recruitment2024@dsac.gov.za](mailto:recruitment2024@dsac.gov.za), quoting the reference number and title of the position on the subject line. There will be no follow-up emails to this address. Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.

**CLOSING DATE**  
**NOTE**

- : 15 August 2025, 16:00
- : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C&D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent reappointment under Part F must be answered. Use of the old Z83 Form or not completing compulsory sections of the application form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by the DPSA, which is an online course endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

## MANAGEMENT ECHELON

<b><u>POST 27/179</u></b>	:	<b><u>CHIEF DIRECTOR: CULTURAL DEVELOPMENT REF NO: DSAC-01/08/2025</u></b> The purpose of this post is to promote the Arts and Culture sector for the department
<b><u>SALARY</u></b>	:	R1 494 900 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Arts and Culture, Cultural Studies, Social Science, Heritage, or any relevant Cultural qualification; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A minimum of 5 years' relevant experience at a Senior Management level or equivalent, in the cultural and creative industries environment, in public or private sector; A valid driver's license and willingness to travel; Knowledge in the public sector governance, management, and accountability frameworks; In-depth knowledge of government policies, Regulations, Acts, Legislations, prescripts and National Programme of action; Knowledge and understanding of the cultural and creative sectors; Knowledge of the South African cultural landscape and relevant legislation (e.g., Constitution, National Development Plan, White Paper on Arts, Culture and Heritage). Strategic capability and leadership, people management, programme and project management, financial management and service delivery innovation skills. Excellent communication, presentation, interpersonal and analytical skills.
<b><u>DUTIES</u></b>	:	Develop and Promote all cultural domains in the Cultural and Creative Industry, amongst all communities; Develop and implement policies and strategies to strengthen the Cultural and Creative Industry across all cultural domains; Promote and render strategic support to community art centers and other such structures that create growth of the industry; Conduct research and develop policies and strategies in support of the development of arts, culture and creative industries; Oversee the management of Mzansi Golden Economy strategy to sustain the industry; Ensure implementation of the Cultural and Creative Industries Masterplan; Ensuring sustenance of a functional model and strategy to support Sector Clusters; Supporting Provinces and municipalities, where applicable to implement the CCI Masterplan; Support the development and promotion of creative industries; Develop, manage and implement sector orientated policies and strategic; Promote the development of creative industries skills; Promote the improvement of creative industry products; Promote creative industries by means of awareness and capacity building programmes; Establish and implement youth, women and artists with disabilities enrichment strategies and programmes; Monitor adherence to intergovernmental and international agreements/ partnerships.
<b><u>ENQUIRIES</u></b>	:	Dr CN Khumalo Tel No: (012) 441 3439

## OTHER POSTS

<b><u>POST 27/180</u></b>	:	<b><u>ASSISTANT DIRECTOR: TERMINOLOGY COORDINATION (AFRIKAANS) REF NO: DSAC-02/08/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Language Practice, Linguistics, Translation and Interpreting Studies, /BA/BED with a major in Afrikaans or relevant language qualification; 2-3 years relevant experience at least 2 years as a Language Practitioner in terminological or lexicographical environment; Knowledge of Public Service Regulations; Knowledge in terminological or lexicographical language; Knowledge of relevant prescripts and regulations; Knowledge and understanding of Language policies and procedures; Strong editing, proofreading, and writing skills; Excellent command of at least two

		official languages (including English); Project Management skills; Technical skills; Problem solving and Analysis; Presentation skills; Good Communication and interpersonal relations; Computer Literacy; Planning and organising skills; Research skills.
<b><u>DUTIES</u></b>	:	To ensure that a multilingual technical terminology service is rendered in the department; Create and compile source language material for terminology; Compile target language content in the department; Plan and Coordinate terminology projects; Supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr S Mnisi Tel No: (012) 441 3851
<b><u>POST 27/181</u></b>	:	<b><u>ASSISTANT DIRECTOR: TERMINOLOGY COORDINATION (SETSWANA)</u></b> <b><u>REF NO: DSAC-03/08/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Language Practice, Linguistics, Translation and Interpreting Studies, /BA/BED with a major in Setswana or relevant language qualification; 2-3 years relevant experience at least 2 years as a Language Practitioner in terminological or lexicographical environment; Knowledge of Public Service Regulations; Knowledge in terminological or lexicographical language; Knowledge of relevant prescripts and regulations; Knowledge and understanding of Language policies and procedures; Strong editing, proofreading, and writing skills; Excellent command of at least two official languages (including English); Project Management skills; Technical skills; Problem solving and Analysis; Presentation skills; Good Communication and interpersonal relations; Computer Literacy; Planning and organising skills; Research skills.
<b><u>DUTIES</u></b>	:	To ensure that a multilingual technical terminology service is rendered in the department; Create and compile source language material for terminology; Compile target language content in the department; Plan and Coordinate terminology projects; Supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr S Mnisi Tel No: (012) 441 3851
<b><u>POST 27/182</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSLATION AND EDITING (SESOOTHO) REF NO: DSAC-04/08/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Language Studies, Linguistics, Translation and Interpreting Studies majoring in the relevant language and/or translation, or relevant language qualification; 2-3 years relevant experience at least 2 years as a Language Practitioner in the translating environment; Successful completion of a departmental Sesotho translation and editing test; Knowledge of Public Service Regulations; Knowledge and understanding of relevant language policies and prescripts; Knowledge of translation/ editing/language administration; Excellent command of at least two official languages including English; Strong editing, proofreading, and writing skills; Good communication interpersonal relations; Ability to translate and edit text electronically.
<b><u>DUTIES</u></b>	:	To promote access to information by providing translation and editing services; Translating official documents from English into Sesotho and vice versa; proofreading, checking and editing translated documents Conduct research and develop terminology Provide administrative support and liaison service; Supervision of subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms M Gaffane Tel No: (012) 441 3256
<b><u>POST 27/183</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSLATION AND EDITING (SISWATI) REF NO: DSAC-05/08/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree

		(NQF level 7) as recognised by SAQA in Language Studies, Linguistics, Translation and Interpreting Studies majoring in the relevant language and/or translation, or relevant language qualification; 2-3 years relevant experience at least 2 years as a Language Practitioner in the translating environment; Successful completion of a departmental Siswati translation and editing test; Knowledge of Public Service Regulations; Knowledge and understanding of relevant language policies and prescripts; Knowledge of translation/editing/language administration; Excellent command of at least two official languages including English; Strong editing, proofreading, and writing skills; Good communication interpersonal relations; Ability to translate and edit text electronically.
<b><u>DUTIES</u></b>	:	To promote access to information by providing translation and editing services Translating official documents from English into Siswati and vice versa; Proofreading, checking and editing translated documents; Conduct research and develop terminology; Provide administrative support and liaison service; Supervision of subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms M Gaffane Tel No: (012) 441 3256
<b><u>POST 27/184</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: DSAC-06/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Graphic Design, Animation Visual Communication Design, Multimedia Design, or relevant Graphic Design qualification; 2-3 years relevant experience at least 2 years as a Senior/ Officer level in Graphic Design and Animation environment; Knowledge of Public Service Regulation; General knowledge of government programmes; Knowledge of Research and editing; Knowledge of branding and Visual Identity; Must be proficient in the use of an Apple Macintosh computer, proficient in Adobe illustrator, photoshop qualXpress an InDesign (Web3-D skills) and writing skills); Knowledge of topography and printing; Knowledge of media, advertising, public relations media buying and marketing and branding; Presentation skills, Good communication and Interpersonal relations, Client Orientation and Customer Focus, Planning and organising skills.
<b><u>DUTIES</u></b>	:	Facilitate the Design and layout of communication products in the Department; Collaborate with departmental employees to understand communication objectives and design needs; Provide support in the design and layout of the Annual Report, Strategic Plan, and other departmental publications; Provide advice on the design of special promotional materials, programme-related content, and corporate communication initiatives within the Department; Support product development and improvement by creating design concepts, sample layouts, and multimedia products in line with the departmental Corporate Identity Manual.
<b><u>ENQUIRIES</u></b>	:	Ms Z Velaphi Tel No: (012) 441 3010
<b><u>POST 27/185</u></b>	:	<b><u>ASSISTANT DIRECTOR: INSPECTIONS REF NO: DSAC-07/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Records and Archives Management, Information Science, Library and Information Science or relevant Archival qualification; Valid Driver's License; 2-3 years relevant experience at least 2 years at an Archivist level in Records and Archives Management environment; Knowledge of Public Services Regulations, Acts, and procedures; Knowledge in Archives Management; Knowledge in Record Management; Understanding of inspection services; Knowledge of relevant policies and prescripts; Training and mentoring skills; Presentation skills; Good Communication and interpersonal relations; Planning and Organising skills; Problem Solving & Analysis; Computer literacy.
<b><u>DUTIES</u></b>	:	Ensure that governmental bodies implement and maintain sound records management practices; Coordinate, Monitor, conduct and report on inspections of public records in the custody of governmental bodies; Coordinate and conduct Records Management Training; Evaluate procedure

		manuals, publications, policies, and training materials; Advise governmental bodies on records management prescripts and practices; Assist with coordinating records management awareness programmes and National Records Management Forum; Control and administer user access within the NAAIRS database system; Monitor NARSSA website; Supervise subordinates. Ms Thulisile Lemekoana Tel No: (012) 441 3554
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 27/186</u></b>	:	<b><u>ASSISTANT DIRECTOR: OUTREACH AND PUBLICATIONS REF NO: DSAC-08/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Archival studies/ Library and Information Science/ Archives Management/ Heritage Studies or relevant Archival qualification. 2-3 years relevant experience at least 2 years at an Archivist level in Public Programmes, Outreach, Marketing or in an Archives environment. Knowledge of Public Service Regulation. Knowledge and understanding of the National Archives Act and other relevant legislation which impacts on Client Services and/or the work of the National Archives. Knowledge of Training strategies, methods and best practices. Knowledge and understanding of public programmes and outreach. Knowledge of South African Heritage Landscape. Knowledge of Legislative Framework. Project management skills and experience. Presentation Skills. Good communication and interpersonal relations. Computer Literacy.
<b><u>DUTIES</u></b>	:	Coordinate Outreach and Public Programmes of the National Archives of South Africa. Coordinate and manage guided tours and official visits to the National Archives; Coordinate and organize the Annual National Archives Awareness Week and related activities; Provide secretarial and administrative support to the National and Provincial Heads Archives Forum (NPHAF); Coordinate and manage the National Archives' Oral History Programme; Provide Secretarial support to the Oral History Association of South Africa (OHASA); Coordinate, organize and manage project related to the Oral History Conference; Coordinate the Publications Programmes; Draft and update content on the NAAIRS website; Draft and submit National Archives Annual Reports; Maintain a publication calendar and track submission deadlines; Coordinate Exhibitions; Conceptualization of exhibitions themes and content; Coordinate the design, layout, and visual presentation of exhibitions; Manage exhibition materials, including preservation of archival items used for display; Develop promotional materials and support communication around exhibitions; Supervisor Subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr N Languza Tel No: (012) 441 3163
<b><u>POST 27/187</u></b>	:	<b><u>ASSISTANT DIRECTOR: SENSITIVE RECORDS, PAIA AND RELATED LEGISLATION REF NO: DSAC-09/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognized by SAQA in Records Management, Information Science, Public Administration, or relevant Records qualification; Completion of training on MISS will be an added advantage; 2-3 years relevant experience at least 2 years at an Archivist level in Records Management environment; Knowledge of records management principles governing sensitive and classified records (e.g. National Archives and Records Service Act); Knowledge of PAIA (Promotion of Access to Information Act) and other records-related legislation; Knowledge of information security standards and confidentiality protocols; Knowledge and understanding of the Minimum Information Security Standard (MISS), Knowledge of electronic document and records management systems (EDRMS); Knowledge of electronic document and records management systems (EDRMS); Knowledge of organizational governance frameworks and public sector accountability standards; Presentation skills. Good communication and Interpersonal relations; Problem Solving and Analysis; Client Orientation and Customer Focus; Computer literacy.

<b><u>DUTIES</u></b>	:	Receive and process Promotion of Access to Information Act (PAIA) Applications; Provide sensitive records to approved applicants within the 30-day timeframe; Facilitate and Control Access to the Truth and Reconciliation Commission (TRC) records; Liaise with Department of Justice (DOJ) regarding TRC applications; Ensure compliance with access and confidentiality protocols for sensitive TRC records. Respond to queries related to TRC records. Perform quality checks on TRC records; Provide security measures in accordance with Minimum Information Security Standards (MISS); Complete registers in accordance with MISS requirements for all sensitive records that leave the premises; Assist researchers using the Sensitive Records Reading Room; Maintain a detailed list of all classified records that leave the premises; Assist with implementing security measures during maintenance activities in the Sensitive Records Reading Room and relevant strongrooms; Capture, verify and check the source documents; Add archival description in AtoM by capturing, verifying and checking of source documents; Add authority records in AtoM by capturing, verifying and checking of source documents; Verify and check archival descriptions already in AtoM for accuracy.
<b><u>ENQUIRIES</u></b>	:	Mr N Languza Tel No: (012) 441 3163
<b><u>POST 27/188</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRONG ROOM MAINTENANCE (PRESERVATION) REF NO: DSAC-10/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Archival studies/Information Science/Records Management or relevant Archival qualification; 2-3 years relevant experience at least 2 years at an Archivist level in Preservation environment; Knowledge of Public Service Regulation; Knowledge and understanding of International Standards on Care of Archival Material; Knowledge of Heating Ventilation and Air Conditioning (HVAC) operations; Knowledge of facilities maintenance; Preservation Planning; Project Management skills; Good Communication and interpersonal relations; Presentation skills; Problem Solving and Analysis; Client Orientation and Customer Focus; Computer Literacy.
<b><u>DUTIES</u></b>	:	Administer and maintain the storage of collections in the Strong Rooms of the National Archives; Monitor environmental conditions (e.g. temperature, humidity) to ensure compliance with preservation standards; Support the development and the implementation of an integrated pest management strategy; Conduct inspections to identify risks in the strong room; Monitor the collections in the strong rooms; Coordinate and manage the routine cleaning of strong rooms (housekeeping); Assist with the implementation of disaster preparedness and response procedures in the strong room; Assist with the Development of the Preservation Guidelines and Procedures; Gather and review information on current preservation practices; Conduct basic research on national and international standards for archival preservation; Assist in developing institutional standards and guidelines for Storage and handling of Archival Materials; Coordinate the implementation of the disaster management plan for NARSSA; Conduct risk assessment and condition assessment of archival collections; Assist in developing, implementing and reviewing the disaster plan; Conduct training for salvage operations for records after disaster; Supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms Thulisile Lemekoana Tel No: (012) 441 3554
<b><u>POST 27/189</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY SPORT DEVELOPMENT REF NO: DSAC-11/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6) / Degree (NQF level 7) as recognised by SAQA in Sport Management, Sport and Recreation Management, Sport Science, Sport Administration, Sport Development or relevant Sport qualification; 2-3 years relevant experience at least 2 years as a Sport and Recreation Coordinator/ Sport Promotion Officer level in sport and recreation environment; Valid driver's license; willingness to

travel; Knowledge and understanding of departmental policies and procedures; Understanding of sport landscape; Knowledge of the South African sporting environment; Understanding of National and Provincial sport body structures and operations; Planning and organising skills; Good communication and interpersonal relations; Project Management skills; Computer Literacy; Problem solving skills; Analytical and thinking skills

**DUTIES**

: Facilitate the development of a framework to increase participants in community sport and recreation activities; Coordinate and assist in the development of a framework to increase participation from specific target groups in sport and recreation activities; Collaborate with communities and local authorities to promote inclusive sport and recreation programs; Assist in implementing interventions aimed at increasing participation from specific target groups in sport and recreation activities; Conduct outreach and awareness campaigns to encourage participation; Assist in monitoring and evaluating the increase in participation from specific target groups in sport and recreation activities; Assist with the development of policies and delivery mechanisms aimed increasing participants in sport and recreation; Establish a monitoring schedule and implement measures; Conduct desktop and physical monitoring of performance information against pre-determined target; Monitor provincial performance against business plan targets; Meet with provincial coordinators to discuss progress on implementation of targets; Review and assess provincial business plans for compliance with the requirements of the grant framework; Liaise with stakeholders relevant to community sport and recreation.

**ENQUIRIES**

: Mr B Maake Tel No: (012) 441 3060

**DEPARTMENT OF TOURISM**

*The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.*

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided.
- CLOSING DATE** : 15 August 2025, 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each advertised post 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 qualifications (s) and other related documents (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 Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

**OTHER POSTS**

- POST 27/190** : **DEPUTY DIRECTOR: DEMAND AND LOGISTICS MANAGEMENT REF NO: DT 02/2025**
- SALARY** : R896 436 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National Diploma/ Bachelor's Degree (NQF 6) in Commerce, Financial Management, Logistics Management or Supply Chain Management. 3-5 years' relevant experience in a supervisory role. Knowledge of Supply



	Chain Management. Leadership skills. Good communication skills. Ability to delegate and empower staff. Good planning and execution skills.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for managing the compilation of a comprehensive demand plans; compiling, implementing and reporting on the operational and risk plans related to Demand Management and providing monthly management reports; monitoring implementation and updating the demand plan as per project estimated date and cost; compiling and maintaining the Annual Departmental Procurement Plan; verifying of suppliers to comply with the BEE requirements; controlling the rotation of suppliers to ensure equal opportunities; evaluating the Vendor performance and the review thereof on the supplier Database; evaluating and recommending IT related procurement via EDMS; evaluating and recommending IT related procurement via EDMS; facilitating and issuing of orders for goods and services (system and manual); facilitating payment of goods and services to the service providers; facilitating delivery of store stock in the warehouse; verifying and signing off the year plan for the warehouse stocktaking; managing the conducting of stocktaking; ensuring and signing off stocktaking reports; ensuring the approval of balance adjustments; enforcing compliance with the terms and conditions of the contracts; authorising/ certifying correctness of the accrual report; consolidating commitment and accrual report for the financial year end; managing commitment and accrual to the minimum level; managing 0-9 filing; providing inputs to financial statements in terms of inventory, accruals and commitments.
<b><u>ENQUIRIES</u></b>	: Ms O Sekgweleo Tel No: (012) 444 6773
<b><u>APPLICATIONS</u></b>	: Email Application: <a href="mailto:Recruitment2@tourism.gov.za">Recruitment2@tourism.gov.za</a>
<b><u>NOTE</u></b>	: EE Requirements: Coloured Males and White Males as well as youth and People with disabilities are encouraged to apply.
<b><u>POST 27/191</u></b>	: <b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DT 03/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R586 956 – R1 386 972 per annum, (suitable salary will be determined in accordance with the OSD determination), (Notch and All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: An LLB qualification. At least 8 years appropriate post qualification legal experience. Knowledge of the Constitution. Knowledge of the PFMA. Knowledge of Civil Procedure (high court and magistrate court rules. Knowledge of PAJA, PAIA, and POPIA. Knowledge of Contracts and Legislation. Analytical thinking skills. Experience in legal drafting. Good verbal and communication skills. Project management skills. Computer literacy.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for researching the applicability of legal principles on legal opinion; conducting research on applicable policy, legislation and legal principles with legal opinions; formulating questions to be answered on legal opinions; studying and citing relevant cases on aspects related to legal opinions; providing recommendation and conclusion within permissible legal prescripts; consulting clients to verify requests for opinion and contents of the opinion upon finalisation; ascertaining whether legislation is in accordance with principle of drafting and interpretation of statute; ascertaining that the intentions of the department and its entities are reflected in proposed or amendment bills; facilitating drafting of cabinet memorandums; responding to legal opinion aspects that arise during public hearings and parliamentary sessions; establishing if the department should litigate or defend a matter; consulting with relevant line functions; providing evidence in regard to possible settlement and negotiating settlements with opponents; preparing instructions to State Attorneys and making recommendations for appointment of suitable Advocates where necessary; monitoring court cases from inception to finalisation; reviewing all pleadings at all stages for the court case as per court rules; exploring alternative dispute resolution options for each court case; ensuring that briefings are prepared and court orders are implementing effectively; drafting and verifying contracts and international agreements; conducting research on applicable policy, legislation or regulation to be followed; determining if the contract is legal and whether it reflects the intention of the department; liaising with all stakeholders involved in the contract and negotiating on final control; certifying contracts and verifying consistency

		between instructions and the content of the contract; providing inputs into the strategic planning of the Directorate/ Chief Directorate and executing of the operational plan; providing supervision of Legal Administration Officers in the sub-directorate; submitting monthly and quarterly reports to the Director.
<b><u>ENQUIRIES</u></b>	:	Mr P Letsoalo Tel No: (012) 444 6313; Mr D Manngo Tel No: (012) 444 6319
<b><u>APPLICATIONS</u></b>	:	Email Application: <a href="mailto:Recruitment3@tourism.gov.za">Recruitment3@tourism.gov.za</a>
<b><u>NOTE</u></b>	:	EE requirements: coloured males and white males as well as youth and people with disabilities are encouraged to apply.
<b><u>POST 27/192</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: DT 04 /2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09), excluding benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate and 3 years Bachelor's degree or National Diploma in Risk management/Accounting/Internal Audit/Business management or related field. A postgraduate qualification in Risk Management will be an added advantage. 3-5 years' experience in risk and integrity environment. Valid Code B drivers' licence, registration with the Institute of Risk Management of South Africa (IRMSA) and the Association of Certified Fraud Examiners South African Chapter (ACFESA) would be an added advantage. Sound working knowledge of the legislative requirements relating to ERM. Good understanding of integrated Risk Management principles and practices. Knowledge of Public Finance Management Act (PFMA). Understanding of ISO 22301 and ISO 22313 Frameworks. Knowledge of good practice guidance on business continuity management. Knowledge of Treasury Regulations. Understanding Public Service Regulations. Good communication skills (written and spoken). Good computer literacy and use of standard packages. Research and project management skills. Ability to liaise with and coordinate stakeholder engagements. Knowledge of policy development, analysis and implementation. Organisational, planning and co-ordination skills. Facilitation and presentation skills. Management and organisational skills. Negotiation and consultation skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for coordinating and providing technical and administrative support on corporate governance, departmental enterprise risk management, promotion of the financial disclosure framework, developing and monitoring of the implementation of the Business Continuity Plan, implementation of the Code of Conduct and the development and maintenance of the internal anti-corruption systems. Developing and reviewing framework for Enterprise Risk Management. Benchmarking with the best practices in Risk Management to review the Risk Management Frameworks. Developing the Draft Risk Management Framework. Implementing the reviewed Risk Management Framework. Developing the risk appetite and tolerance framework. Facilitating the development of the departmental Combined Assurance Plan. Providing secretariat services to the Risk Management Committee (RMC). Conducting and facilitate the departmental risk and fraud identification and assessment workshops. Developing and reviewing Anti-Fraud and Corruption Prevention Framework. Reviewing the Anti-Fraud and Corruption framework in line with relevant prescripts and guidelines. Analysing the corruption and fraud cases to inform the Fraud Prevention Plan and conducting awareness to the employees of the Department on Fraud Prevention, Enterprise Risk and Integrity Management's-facilitate the procurement of promotional material. Drafting of progress status report on cases of fraud and corruption against the department on to be presented to the Risk Management and Audit Committees on quarterly basis.
<b><u>ENQUIRIES</u></b>	:	Ms SS Madubanya Tel No: (012) 444 6305
<b><u>APPLICATIONS</u></b>	:	Email Application: <a href="mailto:Recruitment4@tourism.gov.za">Recruitment4@tourism.gov.za</a>
<b><u>NOTE</u></b>	:	EE requirements: coloured males and white males as well as youth and people with disabilities are encouraged to apply.
<b><u>POST 27/193</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (MR4) REF NO: DT 06/2025</u></b>
<b><u>SALARY</u></b>	:	R388 392 – R 444 075 per annum, excluding benefits, (suitable salary will be determined in accordance with the OSD determination)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An LLB qualification. At least 5 years appropriate post qualification legal experience. Knowledge of the Constitution. Knowledge of the PFMA.

**DUTIES**

Knowledge of Civil Procedure (high court and magistrate court rules). Knowledge of PAJA, PAIA and POPIA. Knowledge of Contracts and Legislation. Analytical thinking skills. Experience in legal drafting. Good verbal and communication skills. Project management skills. Computer literacy.

: The successful candidate will be responsible for researching the applicability of legal principles on legal opinion; conducting research on applicable policy, legislation and legal principles with legal opinions; formulating questions to be answered on legal opinions; studying and citing relevant cases on aspects related to legal opinions; providing recommendations and conclusion within permissible legal prescripts; consulting clients to verify requests for opinion and contents of the opinion upon finalisation; ascertaining whether legislation is in accordance with principle of drafting and interpretation of statute; ascertaining that the intentions of the department and its entities are reflected in proposed or amendment bills; facilitating drafting of cabinet memorandums; responding to legal opinion aspects that arise during public hearings and parliamentary sessions; establishing if the department should litigate or defend a matter; consulting with relevant line functions; providing evidence in regard to possible settlement and negotiating settlements with opponents; preparing instructions to State Attorneys and making recommendations for appointment of suitable Advocates where necessary; monitoring court cases from inception to finalisation; reviewing all pleadings at all stages for the court case as per court rules; exploring alternative dispute resolution options for each court case; ensuring that briefings are prepared and court orders are implementing effectively; drafting and vetting contracts and international agreements; conducting research on applicable policy, legislation or regulation to be followed; determining if the contract is legal and whether it reflects the intention of the department; liaising with stakeholders on legal interventions; drafting and/or edit legal correspondence on all legal administrative enquiries; conducting awareness on the legal interventions; providing inputs into the strategic planning of the Directorate/ Chief Directorate and executing of the operational plan; submitting monthly and quarterly reports to the Senior Legal Administration Officer.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Mr P Letsoalo Tel No: (012) 444 6313; Mr D Manngo Tel No: (012) 444 6319  
: Email Application: [Recruitment6@tourism.gov.za](mailto:Recruitment6@tourism.gov.za)  
: EE requirements: coloured males and white males as well as youth and people with disabilities are encouraged to apply.

**POST 27/194**

: **PERSONNAL ASSISTANT REF NO: DT 05/2025 (X3 POSTS)**

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

: R325 101 per annum (Level 07), excluding benefits.  
: Pretoria  
: A National Diploma (NQF 6) or equivalent qualification. 3-5 years' experience in rendering support services at senior management level. Knowledge of relevant acts and prescripts. Leadership management, Project management and financial management skills. Excellent communication skills verbal and written. Computer literacy. Good telephone etiquette. Ability to maintain confidentiality. High level of reliability. Ability to work independently without supervision. Administration skills with sound organisational skills. Skills and Attributes: Knowledge of relevant acts and prescripts. Computer literate. Basic written and communication skills. High level of reliability. Sound organisational skills. Good telephone etiquette. Ability to communicate with people at different levels and different backgrounds. Ability to act with confidentiality. Financial management skills. Office Management skills.

**DUTIES**

: The successful candidate will be responsible to manage and record the engagements of the senior manager. Compile and update scheduled appointments. Ensuring flow of information and documents to and from the office of the manager. Compiles schedule of appointments. Providing a secretarial/receptionist support services to the manager; receiving telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the calls should be forwarded. In the process the incumbent should decide some enquiries; recording engagements of the Senior Manager; utilising discretion to decide whether to accept/decline or refer to other employees' request for meetings, based on the assessed importance and urgency of the matter; rendering administrative support services; ensuring the effective flow of information and documents to and from the office of the manager; ensuring safekeeping of all documentations in the office of the manager in line with the relevant legislations and policies; obtaining

inputs e.g (progress reports, monthly reports, management reports); responding to enquiries received from internal and external stakeholders; drafting documents as and when required. Filling of documents for the manager and unit as and when required; collecting, analysing and collating information requested by the manager; managing leave and assets register for the unit; operating and ensuring that office equipment is in good working order e.g photocopier and printing machines; typing of documents as and when required; providing support to senior manager regarding meetings, workshops, events and accommodation; preparing document packs required for meetings, conferences, team-building sessions and workshops for Managers; scrutinising documents to determine actions/information/other documents required for meetings; collecting and compiling all necessary documents for the manager to inform her/him on the content; recording minutes/decisions and communicating to relevant role-players and following-up on progress made; preparing briefing notes for the manager as required; coordinating logistical arrangements for meetings when required; ensuring that travel arrangements are well coordinated; supporting the manager with the administration of the budget; collecting and coordinating all documents that relate to the manager 's budget; assisting with processing of travel claims for the Manager e.g. S&T and Kilometre claims; assisting manager in determining funding requirements for purposes of MTEF submissions; keeping record of expenditure commitments, monitoring expenditure and alerting manager of possible over and under spending; checking and correlating BAS reports to ensure that expenditure is allocated correctly; identifying the need to move funds between items, consulting with the manager and compiling draft memos for this purpose; comparing the MTEF allocations with the requested budget and informing the manager of changes; handling the procurement of standard items for the activities of the manager and the unit like stationery, refreshments etc.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Mr T Koena Tel No: (012) 444 6154  
: Email Application: [Recruitment5@tourism.gov.za](mailto:Recruitment5@tourism.gov.za)  
: EE Requirements: coloured males and white males as well as youth and people with disabilities are encouraged to apply.

**POST 27/195**

: **ADMINISTRATIVE CLERK: CABINET AND CLUSTER COORDINATOR REF NO: DT 07/2025**

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

: R228 321 per annum (Level 05), excluding benefits.  
: Pretoria  
: Grade 12 certificate or equivalent. 0-1 year experience in rendering support services. Interpersonal relation skills. Ability to communicate well with different people at different levels and from different backgrounds. Good telephone etiquette. Sound organisational skills. Ability to act with tact and discretion. Good grooming and presentation skills. Ability to work independently without supervision. Self-motivated. Knowledge of relevant legislation/policies/prescripts and procedures. Basic knowledge of financial management. Computer literacy.

**DUTIES**

: The successful candidate will be responsible for rendering administrative support services to the sub-directorate. Recording, organising, storing and retrieving correspondence for cabinet, FOSAD Cluster and implementation forums. Handling routine enquiries e.g. referrals, memos, letters for cabinet, FOSAD Cluster and implementation forums. Distributing cabinet documents and FOSAD Cluster package to various stakeholders as required. Updating registers. Making photocopies and receiving or sending facsimiles. Keeping and mailing the filing system for the sub directorate cabinet and cluster coordination. Typing letters and or other correspondence when required. Providing logistical and administration support. Keeping and maintaining the incoming and outgoing documents register of the components. Handling the procurement of IT equipment's, stationery and other items. Providing personnel administration and clerical support within the components. Maintaining a leave register for the component. Keeping and maintaining the attendance register and arranging travel, accommodation for the components. Arranging venues for the meeting of the sub directorate. Providing financial administration support services in the component. Capturing and updating expenditure in components. Checking the correctness of substances and travel claims of officials and submitting to the manager for approval. Obtaining quotations, completing procurement forms for the purchasing of standard office items. Keeping and maintaining the assets register of the components.

<b><u>ENQUIRIES</u></b>	:	Mr T Makhubedu Tel No: (012) 444 6376
<b><u>APPLICATIONS</u></b>	:	Email Application: <a href="mailto:Recruitment7@tourism.gov.za">Recruitment7@tourism.gov.za</a>
<b><u>NOTE</u></b>	:	EE requirements: coloured males and white males as well as youth and people with disabilities are encouraged to apply.
<b><u>POST 27/196</u></b>	:	<b><u>RECEPTIONIST (SECURITY SERVICES) REF NO: DT 08/2025</u></b>
<b><u>SALARY</u></b>	:	R228 32 per annum (Level 05), excluding benefits.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12 certificate. Minimum of 2 years' experience in reception and customer services. Experience in customer care. Ability to promote Batho Pele principles. Good communication skills. Ability to work individually and in team. Ability to work under pressure within the environment of the reception. Conflict management skills. Good interpersonal relations. Computer literacy. A valid driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for greeting, identifying and directing visitors, and arrange for escort, verifying identification of incoming visitors, issuing visitors card, maintaining visitor logs and related documents, recording incoming and outgoing mail, compiling visitor statistics, ensuring that all security equipment at the reception is operational and reporting defects to maintenance unit/chief security officer, directing visitors to relevant information desk; referring visitors to relevant officials for assistance, screening visitors prior to referral.
<b><u>ENQUIRIES</u></b>	:	Mr R Benadie Tel No: (012) 444 6144
<b><u>APPLICATIONS</u></b>	:	Email Application: <a href="mailto:Recruitment8@tourism.gov.za">Recruitment8@tourism.gov.za</a>
<b><u>NOTE</u></b>	:	EE requirements: coloured males and white males as well as youth and people with disabilities are encouraged to apply.
<b><u>POST 27/197</u></b>	:	<b><u>DRIVER/MESSENGER: TRANSPORT SERVICES REF NO: DT 09/2025</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04), excluding benefits.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10/ Abet level 4 coupled with 1-2 years working experience. A valid un-expired SA driver's licence. Knowledge of relevant acts and prescripts, Transport circular 4 of 2000, National Road and Traffic act of 1996, Public Service Act and Regulation. PFMA Act of 1999. Excellent driving skills with good communication skills (verbal and Writing). Ability to read maps and use GPS to navigate locations. Time Management skills, Good interpersonal skills, computer literate, ability to work under pressure with difficult customers. Sense of loyalty and responsibility. Ability to solve conflict.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for driving light and medium motor vehicles. Collecting, distributing and delivering of documents to and from various departments and other areas. Shuttling employees to various destinations for official purposes. Taking vehicles for maintenance and/or repairs. Conducting vehicle inspection before and after the usage. Arranging for the cleaning of vehicles. Assisting with verification of vehicle registers and transport requisition forms. Assisting with the checking of logbooks. Making Copies and e-mailing transport documents. Assisting with transport filling and signing delivery notes services.
<b><u>ENQUIRIES</u></b>	:	Mr D Dhevaseelan Tel No: (012) 444 6223
<b><u>APPLICATIONS</u></b>	:	Email Application: <a href="mailto:Recruitment9@tourism.gov.za">Recruitment9@tourism.gov.za</a>
<b><u>NOTE</u></b>	:	EE requirements: coloured males and white males as well as youth and people with disabilities are encouraged to apply.
<b><u>POST 27/198</u></b>	:	<b><u>CLEANER REF NO: DT 10/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum (Level 02), excluding benefits.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Abet Level 4 or Grade 12 certificate. Knowledge of cleaning procedures. Good communication skills. Basic writing skills. Good interpersonal skills. Previous experience in cleaning will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for dusting and polishing office furniture, sweeping, and mopping tile floors, vacuuming carpets, cleaning glass doors, emptying/ washing dustbins and replacing bin liners, relieving on other floors, reporting broken cleaning machines and equipment, refilling hand wash liquid soap, replacing toilet papers and handtowels, clean, wash & disinfect toilet bowls, urinals and seats, emptying and washing waste bins, cleaning

mirrors and wall tiles, cleaning of boardrooms and public area, sweeping and mopping tiled floors on public areas, removing refuse from public areas, cleaning reception area, all entrances, stairs, corridors, lifts and lifts lobbies, cleaning microwave and fridges in the kitchen, Place wet floor sign, sweeping/mopping floor and wall tiles in the kitchen.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- : Mr L Molefe Tel No: (012) 444 6115
- : Email Application: [Recruitment10@tourism.gov.za](mailto:Recruitment10@tourism.gov.za)
- : EE requirements: coloured males and white males as well as youth and people with disabilities are encouraged to apply.

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

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

## MANAGEMENT ECHELON

**POST 27/199**

- : **SUPPLY CHAIN CONTRACT PROFESSIONAL REF NO: 150825/01**  
Branch: Financial Management Services  
(1 Year Contract)

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

- : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- : Pretoria Head Office
- : A relevant tertiary qualification at NQF level 9. Professional procurement and SCM registration (e.g. MCIPS) or equivalent. Five (5) years of experience at a senior managerial level. Five (5) years experience in infrastructure procurement and Supply Chain Management. The disclosure of a valid unexpired driver's license. Thorough knowledge of internationally recognized body of knowledge on best practice strategic infrastructure procurement and SCM. Full knowledge of all applicable SCM regulations and guidelines in South Africa. Proven ability to drive change in a complex environment and ensure implementation of the Department's procurement strategies. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES**

- : Develop and provide guidance in the implementation of appropriate infrastructure procurement strategies. Identify and implement measures across the SCM value chain to ensure that all SCM for the Department's construction unit consisting of more than 3000 employees is sufficiently effective and efficient for the construction unit. Provides expert procurement advice, guidance and recommendations to meet the procurement needs of the Department. Works closely with all the line managers to ensure Departmental procurement needs are met. Lead and manage the sourcing process in the Department. Manages all sourcing activities in the Department by analysing

requirements, developing selection tools and methods that maximize chances to find best source of procurement and directs the work of evaluation committee. Provides contracting expert advice and recommendations on contract drafting and contract lifecycle management. Monitor and review progress of contractual agreements, coordinates contract extension or renewal, and as appropriate, reviews invoices, and resolves any problems that arise. Provides advice to the department on the proper use of the various systems used for procurement activities. Provides guidance and recommendations on the design of training sessions on the various systems to educate the Department on the proper use of those systems.

**ENQUIRIES  
APPLICATIONS**

: Mr F Moatshe Tel No: (012) 336 7647  
: All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**OTHER POSTS**

**POST 27/200**

: **LEGAL ADMINISTRATION OFFICER (REGISTRAR) (MR 5) REF NO: 150825/02**  
Branch: Corporate Support Services  
Cd: Legal Services  
Dir: Water Tribunal

**SALARY  
CENTRE  
REQUIREMENTS**

: R464 634 per annum, (OSD)  
: Pretoria Head Office  
: An LLB Degree or equivalent legal qualification on NQF7. At least eight (8) years' appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of Public Finance Management Act (PFMA), Constitutional Law, Promotion of Access to Information Act and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential.

**DUTIES**

: Render legal advisory services on diverse legal issues to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contract. Advise the client on possible courses of action during the consultation process in relation to legal entitlement and client's instruction. Document interview and all advice given during legal consultation in writing.

**ENQUIRIES  
APPLICATIONS**

: Mr M Ratshisusu Tel No: (012) 336 7705  
: All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**POST 27/201**

: **CHIEF ASSISTANCE TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 150825/03**  
Branch: Water Resource Management: Head Office  
Sd: Hydrological Information

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07)  
: Pretoria Head Office  
: A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy / Science. Six (6) to ten (10) years' experience in surface or groundwater technical environment i.e. collecting and processing of water related data. High level in computer literacy in Microsoft Excel and Word. Ability to use data management system (HYDSTRA). Knowledge of surface water monitoring instruments and data processing and administration. Knowledge and understanding of hydrological or geo-hydrological processes and the relevant



		database and or systems. Knowledge of relevant equipment's and OHS. Understanding of tendering processes, purchasing of instruments and materials. Problem solving and analysis. Good interpersonal relations, organizational skills, technical report writing skills and understanding of relevant software. Good communication skills both (verbal and written). Willingness to travel.
<b><u>DUTIES</u></b>	:	Assist in the auditing of hydrological data (stream flow data / surface water levels data, evaporation and rainfall data etc). Must be able to use data and information systems (HYDSTRA) to perform duties (data auditing, data quality control and data dissemination). Provide technical assistance in the archiving of hydrological data. Provide technical support to the regions thereby ensuring that good quality data is archived by the regions and head office. Assist with dissemination of hydrological data and information to various stakeholders. Assist in dam balance calculation and verification of dam recipes. Assist in the compilation of state of national dams, bulletin (report) on a weekly basis and ensure timely circulation and publication to internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms P Nemaxwi Tel No: (012) 336 8332
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 27/202</u></b>	:	<b><u>LIBRARIAN REF NO: 150825/04</u></b> Branch: Corporate Support Services Dir: Knowledge Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Library Science / Information Science. Two (2) to (4) four years' experience in library sciences. Knowledge in monitoring the circulation of library resources. Knowledge of library information science matters. Knowledge and understanding in handling interlibrary loans. Understanding in tracking bibliographic records. Knowledge of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Understanding of delegation authority. Financial management and knowledge of PFMA. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of analytical procedures.
<b><u>DUTIES</u></b>	:	Identify the appropriate library resource needs. Analyse and sort library materials according to the applicable library system. Compare selections with card catalogue / electronic records. Implement good practices of maintaining library books and information. Review material from publisher catalogues and various database. Collect and secure material for official publications depositories. Pre-select and display library material. Inform users of special library collection. Facilitation of contracts for online subscriptions.
<b><u>ENQUIRIES</u></b>	:	Ms MC Mokhele Tel No: (012) 336 8284
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>

**DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

***The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.***

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email. 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. kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr Joseph Mahlangu 012 359 0238/ Mr Amukelani Misunwa Tel No: (012) 359 0240
- CLOSING DATE** : 22 August 2025 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into

consideration and preference will be given to Women, Youth and Persons with Disabilities.

## **MANAGEMENT ECHELON**

**POST 27/203** : **DIRECTOR: GOVERNANCE AND REGULATIONS FOR THE RIGHTS OF YOUTH REF NO: DWYPD/016/2025**

**SALARY** : R1 266 714 per annum (Level 13), fully inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate Degree (NQF level 7) qualifications in Social Science, Development Science/ Economics as recognised by SAQA. Certificate of successful completion of National School of the Government's SMS Pre-Entry programme prior appointment. A minimum of 5 years' experience at Middle/Senior Managerial level. A valid driver's licence. Proven experience in Youth Development; Youth Advocacy and Mainstreaming; Project, Stakeholder, and Communication Management. Knowledge of Government legislation and policies; Youth Development legislation, policies, framework, strategies and prescripts applicable to the functions of the Directorate; Mandate and strategic objectives of the department; PFMA and Treasury Regulations applicable to the functions of the branch; Batho Pele principles and application thereof; Skills: Youth and Gender diversities awareness; Effective report writing, verbal and written communication skills, People management and empowerment; Financial management; Problem solving and analysis; Service delivery innovation; Client orientation and customer focus; Strategic capabilities and leadership; Impact and influence; Networking and relationship building; Research and knowledge management; Transformation and Change Management; Computer literacy (MS Office). Personal Attributes. Ethical behaviour; Honestly and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/ aversion to plagiarism.

**DUTIES** : Develop Institutional Mechanism for advancing youth programmes and participate in stakeholder initiatives advocating for the socio-economic empowerment. Foster and manage partnerships with civil society organisations, government and corporate for implementation of youth socio-economic development through outreach initiatives; design and manage stakeholders in outreach initiatives that promote socio-economic empowerment of young people; Create project plan for implementation plan of outreach initiatives; Initiate, manage and strengthen partnerships across sectors; Coordinate and co-host youth month activities. Develop and finalise National Youth Machinery framework. Mobilise young people in society to become active agents for social change and building leadership capacity; Identify and manage capacity building initiatives and incorporate them into the activities for capacity building for young people; Integrate and mainstream programmes for young people across sectors in all spheres. Provide technical support to political principals to make informed decisions. Develop concept documents, memoranda, and briefing notes for the DG, Deputy Minister and the Minister; Make inputs into strategic documents that impacts on youths, inclusive of young women and persons with disabilities; Develop documents to Cabinet and Parliament; Provide technical support for national and international youth engagements. Support the DG and political principals on national and international youth engagements. Compile the country reports and follow up on obligations. Coordinate and report on the National Youth Machinery Meetings (NYM). Manage the NYM, Support the Provincial and Local Youth Machineryes; Provide oversight of the National Youth Development Agency (NYDA). Compile quarterly NYDA Monitoring reports; Conduct NYDA site visits; Quality assures various NYDA documents; Facilitate NYDA quarterly tranche payments; Develop and Manage DWYPD-NYDA Shareholder Compact.

**ENQUIRIES** : Dr Bernice Hlagala at (060) 534 0656  
**APPLICATIONS** : [Recruitment02@dwypd.gov.za](mailto:Recruitment02@dwypd.gov.za)

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates will be subjected to a security clearance up to the level of "Top Secret".*

<b><u>APPLICATIONS</u></b>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: <a href="mailto:applications@presidency.gov.za">applications@presidency.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr Gavin Mahlangu
<b><u>CLOSING DATE</u></b>	:	22 August 2025
<b><u>NOTE</u></b>	:	Applications must include only Two (2) documents (a detailed Curriculum Vitae and a fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> . These two documents must be submitted as a single scanned document (One PDF attachment). Only shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into a Memorandum of Agreement (MOA) between the candidate and The Presidency. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret".

**OTHER POST**

<b><u>POST 27/204</u></b>	:	<b><u>INDEPENDENT/EXTERNAL CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE</u></b>
<b><u>SALARY</u></b>	:	The appointed individual will be remunerated according to scales approved by the National Treasury.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The Presidency is seeking an eligible candidate to serve as Independent/External Chairperson in the Presidency's Risk Management Committee. The Presidency as a Government Institution is required, in terms of Section 38B(1)(a)(i) of the Public Finance Management Act, to implement and maintain "effective, efficient and transparent systems of financial, risk management and internal control. Minimum Requirements: An independent external person, with extensive knowledge of the relevant regulations and prescripts including the Public Finance Management Act, Treasury Regulations, ISO 31000, the King IV Report on Corporate Governance, COSO

and Public Sector Risk Management Framework. Experience in Strategic Planning, Stakeholder relations / management, Risk Management, Financial Management, Internal Control, Compliance, Anti-Fraud and Corruption, Business Continuity and Auditing. Experience and suitable skills in Risk Governance, Compliance Management and Ethics Management. Experience/know how in designing, implementing and monitoring Business Continuity Management strategies. Experience in serving in oversight committees. Knowledge and or experience in the public sector will be an added advantage. Must be a member of a professional body, preferably in Risk Management.

#### **DUTIES**

: The Chairperson: The candidate will chair the Department's Risk Management Committee and provide an oversight role in ensuring that the Risk Management Committee (RMC) functions properly. Providing support to the Chief Risk Officer. Monitoring the implementation of risk management strategy within The Presidency. Ensuring that the identified risk mitigation strategies employed by The Presidency are evaluated for their effectiveness. Assisting in reviewing risk management action plans to be instituted and ensuring compliance with such plans. Assisting in integrating risk management into planning, monitoring and reporting processes. Prepare and present the Risk Management Chairperson's Report to the Audit Committee and Accounting Officer, other management committees / other oversight structures and the Audit Committee on a quarterly basis. Assisting the department in ensuring that it improves its risk maturity level. Assisting the department institution in the development of the most effective measures to prevent, detect and investigate fraud and corruption. Serving as standing invitee of the Audit Committee and Ethics Committee. With regard to management of the Committee: Take all reasonable steps to ensure that the Committee fulfils its obligations and responsibilities. Call and chair quarterly meetings and special meetings. Set the agenda for each Committee meeting with the Chief Risk Officer. Maintain an ethical and responsible decision-making framework at Committee level and address any potentially unethical or dishonest situations or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions. Take all reasonable steps to encourage participation of all Committee Members in the Committee meetings and to facilitate free and constructive discussion. Maintain a good working relationship with the Secretariat to ensure that tasks to be completed between meetings are completed. Term Of Office: The duration of the appointment of the Chairperson is for three (3) years from the date of appointment, subject to renewal at the discretion of the Department.

#### **ENQUIRIES**

: Mr Gavin Mahlangu Tel No: (012) 300 5378

#### **NOTE**

: NB: Email applications must on the subject line state only the Reference number: ICRMC/PRES/2025 (with no spaces).